

SAFEGUARDING POLICY

Title:	Safeguarding Policy		
Policy Lead:	Trevor Hopkins		
Responsibility	Senior Management Team (SMT) / Designated Safeguarding Lead (DSL)		
Date produced:	1 st October 2021	Review by:	30 th September 2022
Approved by:	Managing Director		

JBC Skills Training’s purpose is to enable all learners to “make progress everyday” with their learning and work towards achieving their individual goals. To do this, learners need to be safe. All staff are part of the culture of safeguarding at JBC Skills Training – we work together to help, support and protect those who need it.

Background

The government released an update to the statutory guidance, keeping children safe in education in September 2021. This document states the policy implemented within JBC Skills Training with regards to safeguarding and the promotion of child welfare under the provisions of the Children Act 1989 and 2004 and following publication of Section 175 of The Education Act 2002 and 2011.

The Education Act, section 175 places a duty of care on Local Education Authorities, and on governing bodies of providers to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. In accordance with the Counterterrorism and Security Act 2015, there is a statutory duty to ‘have due regard to the need to prevent people from being drawn into terrorism’. This is defined in the Prevent duty and is outlined in a separate policy.

Purpose of this policy

This policy represents a whole organisation approach to ensure we have effective procedures for keeping children, learners, and vulnerable adults safe from abuse, neglect, and exploitation. It will help identify learners who are at risk of and/or likely to suffer significant harm are identified, and appropriate action is taken. The accompanying appendices exist to support the policy and ensure safer recruitment practice for engaging staff and includes reporting incidents of sexual violence and/or harassment.

Scope of Policy

For the purposes of clarity, this policy applies to all staff regardless of position or employment status, employment location and whether on site or remote working. The policy also applies to volunteers and governors, including working arrangements with the local authority and external referral agencies.

Definitions

- Safeguarding is defined in ‘Working together to safeguard children’ 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, taking action to enable all children to have the best outcomes.
- Learners are defined as children and young people aged under 18 years and may be in ‘full time’ education, traineeship, or an apprenticeship.
- Vulnerable adults include anyone aged 18 years or above who is or may need community care services by reason of disability, age, or illness; and is, or may be unable to take care of or to protect him or herself against significant harm or exploitation.

Applicable Legislation

This policy document is based on the following legislation and supporting government guidance, the DSL will be responsible for providing staff with guidance regarding the content of each document:

- Keeping children safe in education (DfE 2021)
- Sexual violence and harassment between children (DfE 2021)
- Working together to safeguard children (DfE 2018)
- The Education Act 2002
- Prevent Duty Guidance 2015

Roles and Responsibilities

Responsibility for this policy rests with all staff under the overall guidance of **Trevor Hopkins** as Designated Safeguarding Lead (DSL). **Dan Pearson** is the Deputy Designated Safeguarding Lead. The DSL has responsibility for raising awareness amongst staff relating to the safety and welfare of young people including vulnerable adults, and the promotion of a safe and inclusive environment on all provider delivery sites and including through any e-learning portal and remote learning.

All staff have a responsibility for taking any report/incident relating to safeguarding, sexual violence, or harassment by a learner in confidence and responsibly, taking immediate and swift action to refer to the DSL. All core safeguarding staff will be trained to level 3 in safeguarding and departmental lead staff trained to level 2. Each member of staff will receive as a minimum, annual update training and supporting guidance. All learner facing staff will be subject to an enhanced DBS check and any new staff awaiting the outcome of a DBS check must be accompanied by a DBS checked member of staff when engaging with learners.

The DSL will oversee the referral of alleged harm or abuse to the prescribed referral agencies as appropriate, staff must refer all incidents to the DSL lead regardless of opinion, the DSL will decide if further action is required. Under no circumstances must staff investigate, make suggestions, or contact an external agency without the express knowledge of the DSL lead.

The DSL is responsible for maintaining a record of all referrals whether internal or external and to keep a record of any investigation, action taken and the outcome.

The DSL will be responsible for advising senior leaders on all aspects of safeguarding and prevent duty and preparing reports for the board/governance. **Harminder Jaspal** is the governor responsible for safeguarding.

Supporting Procedures

This policy is supported by the following procedures:

Health and safety at work guidance
Staff guidance for dealing with learners who raise a concern
Staff guidance for reporting incidents
Safe recruitment of staff
Initial advice and guidance process
Data protection procedure
Guidance for visiting speakers and guests

The equality, diversity, and inclusion policy
Learner discipline, attendance, and behaviour guidance
DBS checks on learners where appropriate
Recognising signs of abuse and self-harm
Hate crime
Homelessness
Dealing with mental health issues
Substance abuse
Forced marriage and honour-based violence
Financial abuse
Trafficking
Sexting and social media
Eating disorders

PREVENT POLICY

Title:	PREVENT Policy		
Policy Lead:	Trevor Hopkins		
Responsibility	Senior management team / Designated Safeguarding Lead		
Date produced:	1 st October 2021	Review by:	30 th September 2022
Approved by:	Managing Director		

Background

In July 2015, a legal duty was implemented placing a statutory duty on FE providers to have 'due regard to the need to prevent people from being drawn into terrorism' (Counter Terrorism and Security Act, 2015) The guidance has been updated in 2021.

It is essential that provider staff can identify any learners who may be vulnerable to radicalisation and know what to do when they are identified.

Protecting children and young people from the risk of radicalisation should be seen as part of providers' wider safeguarding duties, and is similar in nature to protecting learners from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Purpose of this Policy

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to "prevent people from being drawn into terrorism".

The strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

Scope of Policy

For the purposes of clarity, this policy applies to all staff regardless of position or employment status, employment location and whether on site or remote working. The policy also applies to volunteers and governors, including working arrangements with the local authority and external referral agencies.

Definitions

- Safeguarding is defined in 'Working together to safeguard children' 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, taking action to enable all children to have the best outcomes.
- Learners are defined as children and young people aged under 18 years and may be in 'full time' education, traineeship, or an apprenticeship.

- Vulnerable adults include anyone aged 18 years or above who is or may need community care services by reason of disability, age, or illness; and is, or may be unable to take care of or to protect him or herself against significant harm or exploitation.
- Local authority safeguarding board and the local authority designated safeguarding officer.
- Work experience/placement for learners includes short and clearly defined as work experience with the aim of improving employability skills and behaviours.

Applicable Legislation

This policy document is based on the following legislation and supporting government guidance.:

- Keeping children safe in education (DfE 2021)
- Counter Terrorism and Security Act, 2015

External Speakers

- This policy covers guidance providing presentations to learners to ensure freedom of speech and ensure all external presentations are accompanied by a designated member of staff who has been trained to assess risk.

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- **Staff Training**

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The statutory guidance requires staff to undertake Prevent awareness training to ensure staff are equipped to identify learners at risk of being drawn into terrorism and to challenge extremist ideas. This policy requires all staff to participate in annual update training to cover revisions to the government statutory requirements and any local issues as advised by the local authority, police, or external agencies.

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Risk Assessment

The statutory guidance makes clear that providers are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting learners in the area and a specific understanding of how to identify individual learners who may be at risk of radicalisation and what to do to support them. The general risks affecting learners may vary from area to area, and according to their age.

To assess and mitigate risk this policy is supported by a 'Critical Incident' Prevent duty risk assessment under the guidance of the DSL working in association with relevant local external agencies.

Roles and Responsibilities

Responsibility for this policy rests with all staff under the overall guidance of Trevor Hopkins as Designated Safeguarding Lead (DSL). The DSL has responsibility for raising awareness amongst staff relating to the safety and welfare of young people including vulnerable adults, and the promotion of a safe and inclusive environment on all provider delivery sites and including through any e-learning portal and remote learning.

All staff have a responsibility for taking any report/incident relating to PREVENT in confidence and responsibly, taking immediate and swift action to refer to the DSL.

The DSL will oversee any referral to prescribed referral agencies as appropriate, staff must refer all incidents to the DSL lead regardless of opinion, the DSL will decide if further action is required. Under no circumstances must staff investigate, make suggestions, or contact an external agency without the express knowledge of the DSL lead.

The DSL is responsible for maintaining a record of all referrals whether internal or external and to keep a record of any investigation, action taken and the outcome.

The DSL will be responsible for advising senior leaders on all aspects of PREVENT duty and wider safeguarding matters, preparing reports for the board/governance. Presently Harminder Jaspal is the governor responsible for safeguarding.

Supporting Procedures

This policy is supported by the following policies and procedures:

- IT policy
- Code of practice for freedom of speech
- Social media guidance
- Faith and Spirituality policy
- Cause for concern procedure
- Information sharing protocol
- External speakers