

# Safeguarding & Prevent Policy

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## Purpose

This policy outlines Blue Sky Assessing & Consultancy Ltd.'s approach to Safeguarding and Prevent. The aim of the policy is to ensure everyone is aware of and understands their responsibilities, that of others, signs there might be a safeguarding concern, along with the reporting procedures for all safeguarding issues.

## Scope

This policy applies to all learners and staff involved in training programmes with Blue Sky Assessing & Consultancy Ltd. Copies of the Safeguarding & Prevent policy are available to promote to staff and learners during induction and accessible through our monthly learner newsletter.

## Statement

Safeguarding at Blue Sky Assessing & Consultancy Ltd proceeds from a deep commitment to place the learners at the centre of our concerns, and to build around the learner those policies, practices and processes they need to succeed. Personal safety is a fundamental precondition for effective and successful learning, and can only be felt in a safer learning environment that promotes wellbeing and security for all learners, especially those who are vulnerable.

Blue Sky Assessing & Consultancy Ltd is required by the Safeguarding Vulnerable Groups Act 2006 and Keeping Child Safe in Education 2020 to secure the safety of children, young people and vulnerable adults who are our learners.

Blue Sky Assessing & Consultancy considers their safeguarding responsibilities within the wider strategic management and quality framework. The principle of a safer learning environment is embedded in our core values. As part of our safeguarding procedures we utilise the quality framework for protecting children and vulnerable adults.

Blue Sky Assessing & Consultancy Ltd understands its responsibilities under the Counter Terrorism and Border Security Act 2019 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context. Everyone is responsible.

In light of changes to education during the Covid-19 pandemic Blue Sky Assessing and Consultancy has developed an additional Digital Safeguarding Policy which should be read alongside the current Safeguarding Policy.

## Key Contacts

**Lead Designated Safeguarding Officer** – Lou Bradford

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07715136230

**Deputy Designated Safeguarding Officer** – Jane Bloomfield

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The responsibility for both the Prevent and Safeguarding Risk Assessments/Action Plans and policies lies with **Lou Bradford - Lead Designated Safeguarding Officer**.

## Safeguarding Definitions

Safeguarding is the protection of children and adults at risk, and to minimise and manage risk to those who may be exposed to harm or abuse.

- A child is defined as anyone under the age of 18.
- An adult at risk is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

While the definitions of a child and adult at risk give the rationale for legislative intervention, it is important to note that a person may be deemed at higher risk of a safeguarding issue affecting them due to other factors, examples:

- Poor numeracy and literacy skill or specific learning need
- Unsupportive home environment
- English not the first language
- Unsupportive employer
- Underrepresented group
- Acting as a carer for another family member
- Background in offending
- Disability or social need

Some of the potential risks and definitions are listed below, but are not limited to:

### **Physical Abuse**

Physical abuse is deliberately causing physical harm. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or vulnerable adult.

### **Neglect**

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic, physical and/or psychological needs, likely to result in serious impairment of their health or development. This could be when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger.

### **Emotional/ Physiological Abuse**

Emotional abuse is the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to individual's that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It could include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying or isolation.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing any person to take part in sexual activities, whether or not the person is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

### **Financial Abuse**

Financial abuse involves theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Others may include, but are not limited to:** Domestic Violence, Organisational Abuse, Child Sexual Exploitation, Child Criminal Exploitation, Peer-on-Peer Abuse, Bullying & Cyberbullying, Substance Misuse, Teenage Relationship Abuse, Mental Health, Trafficking and Modern Slavery, Sexting, Radicalisation and/or Extremist Behaviour, Racist, Disability and Homophobic or Transphobic Abuse, Gang Activity or Youth Violence, Female Genital Mutation, Forced Marriage, Fabricated or Induced Illness, Poor Parenting, Homelessness and other issues that pose a risk to children, learners and vulnerable adults.

## **Prevent Duty and Channel**

Another aspect of safeguarding is the PREVENT Duty. This duty ensures that all education organisations have due regard to prevent people being drawn into terrorism. It requires all staff to be alert to any reason for concern in a learner's life at home or elsewhere.

The Channel Process is a multi-agency strategy to try and divert anyone on the fringes of radicalisation/ extremist behaviour. It would be implemented by the local police after reviewing evidence.

## **CONTEST**

CONTEST is the Government's Counter Terrorism Strategy. The aim of the strategy is 'to reduce the risk from international terrorism, so that people can go about their lives freely and with confidence.'

CONTEST's consists of four 'P' work strands:

- Prevent: to stop people becoming terrorists or supporting terrorism.
- Pursue: to stop terrorist attacks.
- Protect: to strengthen our protection against a terrorist attack.
- Prepare: to mitigate the impact of a terrorist attack.

## **Prevent Terminology**

**Radicalisation:** act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of mind.

**Extremism:** holding extreme political or religious views which may deny right to any group or individual.

**Terrorism:** an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.

**Core British values:**

- Democracy
- The Rule of Law
- Individual Liberty
- Respectful Tolerance of Different Faiths or Beliefs

\*NB: extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism.

## Implementation

Blue Sky Assessing & Consultancy Ltd actively promotes a safe culture throughout the organisation by clearly identifying and communicating safeguarding roles and responsibilities, having clear safeguarding procedures in place and training all staff in those safeguarding procedures. Sufficient resources are allocated to safeguarding. IT usage will be monitored. A zero-tolerance approach is taken to any form of abuse or harm. A safer environment is created by ensuring enhanced DBS checks form part of our recruitment and selection procedures.

We have an easy-to-use process for staff and learners to report breaches of policy and practice, with clear procedures for reporting concerns. Within the safeguarding remit we make provision for staff and learners to identify wellbeing concerns for themselves or others to provide early intervention opportunities where possible.

At induction, learners understand their specific responsibility for safeguarding and who/where to report concerns. Learners are encouraged to access the safeguarding information held on the website and this is reinforced in teaching sessions. Further training is provided to learners through group sessions covering introduction to safeguarding, domestic violence, online identity management, digital wellbeing, bullying and discrimination, county lines, suicide awareness and prevent. We provide a monthly newsletter detailing current articles relevant to safeguarding within the workplace and wider community sphere and encourage reflection to develop learners' understanding of current issues. We regularly review students' awareness through discussion and questionnaires and develop additional training as required, ensuring resilience to extreme narratives.

## Our Responsibilities

### Director

The Managing Director of Blue Sky Assessing & Consultancy Ltd has responsibility for coordinating and reviewing the implementation of safeguarding across the organisation. She receives reports regarding safeguarding issues from the Lead Designated Safeguarding Officer, **Lou Bradford**.

### Lead Designated Safeguarding Officer

The Lead Designated Safeguarding Officer holds ultimate accountability for ensuring safeguarding arrangements for both learners including apprentices, staff and associates are effective. They ensure that safeguarding matters are central to the strategic management of Blue Sky Assessing. The Lead Designated Safeguarding Officer has the responsibility to maintain links with Local Safeguarding Children's Boards and Prevent Coordinators, plan and implement training for all employees, and carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as the relevant County Safeguarding Board, where appropriate. Overall recording and management of safeguarding issues and reporting to the board on any issues that arise will be completed by the Lead Designated Safeguarding Officer. They will also review procedures and policies as well as maintain own CPD to ensure their role can be fulfilled competently. They will deliver training to staff on safeguarding and Prevent as well as regular updates identifying key legislative changes, concerns or trends, ensuring resilience to extreme narratives.

### Designated Safeguarding Officers

Our Designated Safeguarding Officers have the responsibility to deal with employee concerns over learners' welfare, signpost and offer guidance to lower level concerns and liaise with Safeguarding Lead for concerns requiring referral to external agencies. They will carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as the Safeguarding Board where appropriate. Designated Safeguarding Officers will maintain own CPD to ensure their role can be fulfilled competently.

### Assessors/ Development Advisors

Our Assessors/ Development Advisors have the responsibility to check safety and welfare with all learners at each face-to-face/ remote visit, ensuring learners complete all safety related learning activities within their programme. They must be mindful of indicators that there may be a safeguarding issues and identify changes in behaviour and to follow the 5 R's procedure (Recognition, Response, Reporting, Recording, Referral) if required. Assessors/ Development Advisors must carry out training as directed in a timely manner.

### Support Staff

Any other staff at Blue Sky Assessing & Consultancy Ltd have the responsibility to be mindful of indicators that there may be a safeguarding issue or changes in behaviour, should they encounter a learner or potential learner and to follow the 5 R's procedure (Recognition, Response, Reporting, Recording, Referral) if required. Support staff must carry out training as directed in a timely manner.

The topic of Safeguarding can be very sensitive due to the content and may be difficult to discuss. If there are any concerns over issues raised, changes of behaviour of staff or learners, contact should be made with the Lead/Deputy Designated Safeguarding Officer as quickly as possible.

### **Following the Six Safeguarding Principles:**

#### **Empowerment**

Personalisation and the presumption of person-led decisions and informed consent.

*"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."*

#### **Prevention**

It is better to take action before harm occurs.

*"I receive clear and simple information about what abuse is, how to recognise the signs, and what I can do to seek help."*

#### **Proportionality**

Proportionate and least intrusive response appropriate to the risk presented.

*"I am sure that the professionals will work in my best interests as I see them and they will only get involved as much as I require."*

#### **Protection**

Support and representation for those in greatest need.

*"I get help and support to report abuse. I get help so that I am able to take part in the safeguarding process to the extent to which I want and to which I am able."*

#### **Partnership**

Local solutions through working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

*"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*

#### **Accountability**

Accountability and transparency in delivering safeguarding.

*"I understand the role of everyone involved in my life."*

## Understanding the Risk of Extremism

- Staff, students and other adults may start working with Blue Sky already holding extremist views. Or, whilst working with Blue Sky, they may be influenced by a range of factors: global events, peer pressure, media, family views, extremist materials (hardcopy or online), inspirational speakers, friends or relatives being harmed, social networks, and more.
- People who are vulnerable are more likely to be influenced.
- Their vulnerability could stem from a range of causes, including: loss of identity or sense of belonging, isolation, exclusion, mental health problems, sense of injustice, personal crisis, victim of hate crime or discrimination, and bereavement.

## Ways to Counteract Risks

- Promote a safe and supportive inclusive environment via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated
- Promote core British values through documents given to students, information around the office, via stand-alone teaching and learning on British values during induction and throughout the curriculum.
- Where possible, develop critical awareness and thought to counter accepting extremism without question, especially of online material.

## Training

All staff undertake initial safeguarding training, including training on the PREVENT initiatives and staff induction includes a comprehensive briefing on Safeguarding & Prevent policy and reporting systems.

Documents and face-to-face training ensure staff understand this policy:

- Context and expectations of safeguarding and Prevent;
- Their duty to implement the policy;
- Terminology and risks associated with radicalisation and extremism;
- How to identify and support vulnerable learners;
- Ways the Blue Sky Assessing & Consultancy Ltd will counteract the risks;
- How to discuss and promote an awareness of British Values within a learning environment.
- Signs to notice that may cause concern;
- Know the lead Safeguarding Office and procedures for communicating concerns;
- Know the importance of their own behaviour and professionalism in being exemplars of British Values
- Not discussing inflammatory subjects with students (Code of Conduct)

Learners and staff must be made aware of key parts of the policy:

- Understanding terminology;
- Importance of maintaining a supportive and tolerant society in the Blue Sky Assessing & Consultancy Ltd;
- What core British Values are and why they are considered important;
- Any changes to rules, particularly those regarding IT;
- That they must report concerns/ incidents and understand the procedure to do so.

## Signs That May Cause Concern

- Learners talking about exposure to extremist materials or views outside of Blue Sky Assessing & Consultancy Ltd (*in this event, information must be shared with relevant local authorities*)
- Changes in behaviour, e.g. becoming isolated
- Fall in standard of work, poor attendance, disengagement
- Changes in attitude, e.g. intolerant of differences/ having closed mind
- Asking questions about certain topics (e.g. connected to extremism)
- Offering opinions that appear to have come from extremist ideologies
- Attempts to impose own views/ beliefs on others
- Use of extremist vocabulary to exclude others or incite violence
- Accessing extremist material online or via social network sites
- Overt new religious practices
- Drawings or posters (e.g. in accommodation) showing extremist ideology/ views/ symbols
- Students voicing concerns about anyone

NB: Any concerns relating to a person under 18 are safeguarding issues and should be dealt with by safeguarding staff (if different from Prevent staff) and, where necessary, the LSCB contacted.

## How and When to React to Concerns

- Everyone is given name of who to contact (lead person/persons), how to contact them (email, phone etc) and contact details
- Confidentiality is assured for the person reporting a concern.
- Everyone is told to report any concern or incident, however small.
- Reassurance that all will be dealt with sensitively and carefully.

## Staff Suspected of Involvement in Abuse or Harm

Staff that are suspected of being involved in any form of abuse of an adult, either in the centre, workplace setting or outside of these sites; will be dealt with by following the relevant County Safeguarding Policy, which will include Social Services involvement and Police investigation, and may be combined with suspension from employment during the investigation.

This policy also applies in situations in which allegations or concerns have arisen as result of issues occurring in the staff member's private life, such as in reported domestic violence, or when the staff member has exhibited behaviour that suggests to colleagues or members of the public that they are unsuitable to work with adults at risk of harm or abuse.

The Designated Safeguarding Lead is responsible for coordinating the investigation and response to any allegations made against a member of staff regarding potential or actual abuse or harm to a vulnerable adult.

## Associated Safeguarding Procedures

The Safeguarding and Prevent Policy is supported by a set of procedures which include:

- Safer recruitment and employment;
- Responding to an allegation/ disclosure;
- Responding to a wellbeing concern;
- Responding to a digital safeguarding concern.

## Associated Documents

This policy should be read alongside the following policies and protocols: -

- The Digital Safeguarding Policy;
- The Equal Opportunities Policy;
- The Health and Safety Policy;
- Anti-Modern Slavery Policy;
- The Risk Assessment Procedure;
- The Workplace Vetting Procedure;
- The Data Protection Policy;
- The Learner Code of Conduct;
- The Staff Standards of Business Conduct Policy;
- Safer Recruitment Policy;
- Learner Attendance Procedure

### **Risk Assessment of current situation and Action Plan for future**

A risk assessment / action plan has been produced showing what is already being done and what still needs to be done; it will be reviewed and updated at least annually.