



SAFEGUARDING AND PREVENT POLICY

This policy sets out Travis Perkins approach, requirements, and accountability to safeguarding and promoting the welfare of young apprentices and vulnerable adults. This policy can be found on our internal Worklife platform, external google site, within google classrooms, and within tripartite form learner and manager access. To help ensure we adhere to our policy we are monitored by **OFSTED** who ensure we have effective procedures for keeping children, learners and vulnerable adults safe from abuse, neglect and exploitation

Policy Overview

Our core safeguarding principles are:

- To safeguard and promote the welfare of young persons.
- Safer Apprentices make more successful learners.
- All young persons regardless of age, gender, ability, culture, race, language, religion or sexual identity have an equal right to protection.
- All staff has an equal responsibility to act on any suspicion or disclosure that may suggest a young person is at risk of harm.

We will endeavor to safeguard Apprentices by

- Valuing them, listening to and respecting them.
- Involving them in decisions that affect them.
- Ensuring all concerns are made aware of and committed to the Safeguarding policy.
- Providing a safe environment for Apprentices.
- Recruiting staff safely and ensuring all necessary checks are made.
- Adopting a code of conduct for all staff.
- Providing effective management through induction, support, and training.
- Ensuring staff understanding about 'whistle blowing'.
- Dealing appropriately with allegations/concerns about the staff.



This policy aims to:

- Provide all staff with the necessary information to enable them to meet their young person responsibilities.
- To ensure consistent good practices.
- To contribute to the organisation's safeguarding responsibilities.
- Appointing designated safeguarding persons.

Safeguarding Explained

Safeguarding aims to protect the welfare of Apprentices and young people from sexual, physical, or emotional harm or abuse. This involves putting into place a number of measures to create a safe environment in which Apprentices can thrive and achieve, as well as creating a safe, transparent and professional environment for Apprentices and those involved in their Apprenticeship journey.

“The term ‘Safeguarding’ describes the broader preventive and precautionary approach to planning and procedures that are necessary to be in place to protect young persons from any potential harm or damage.”

Safeguarding involves Apprentices under the age of 18 and those that are considered to be vulnerable adults due to being unable to care for themselves or are considered more vulnerable to abuse due to a disability or mental health condition.

Recognising Abuse

It is the responsibility of all staff to recognise an abusive situation or the results of one. Abuse can have long-term effects on a young person's health, development, and well-being.

There are various signs of abuse that you might spot, depending on the type of abuse.

Physical Abuse

Signs of physical abuse

- Bruises to the eyes, mouth, or ears, fingertip bruising (grasp mark).
- Unlikely reasons are given for the injury or a refusal to give any explanation.
- Bruises of different ages in the same place.
- Outline bruises (handprints, belts, or shoes).
- Burns bites and scars or unusually shaped scars and fractures.



- Fear of suspected abuser being contacted.

Forms of physical abuse:

- Hitting/slapping/smacking/pushing/kicking.
- Poisoning.
- Burning/Scalding.
- Fabricating the symptoms of or deliberately inducing illness, and/or misuse of medication.
- Restraint or inappropriate sanction.

Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities including prostitution (now generally referred to as sexual exploitation). The age of consent in the UK is 16, but if an Apprentice is under 18, an incident can still relate to a Safeguarding concern and should be reported.

Sexual abuse also includes involving children or young people in non-contact activities, such as looking at or producing pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Those who want to sexually abuse young people or vulnerable adults will usually build up a relationship with the person first before abusing them.

Signs of sexual abuse:

- Direct disclosure.
- Behavioural concerns: for example, depression, self-harm, suicide attempts, running away, overdoses, over or under-eating.
- Sudden changes in mood and altered attitudes to particular adults.
- Sexually transmitted diseases.

Emotional Abuse

All abuse involves some level of emotional abuse, although it may occur on its own.

Emotional abuse can be very difficult to define or prove, but there are signs and symptoms to identify it. Signs of emotional abuse include:

- Behavioural problems such as petty crime, telling lies, being disruptive.
- Low self-esteem and lack of confidence.
- Aggression.



- Indiscriminate attachment to others or failure to attach to a parent.
- Lethargy, depression and anxiety - including loss of vitality and being withdrawn.
- Developmental delay including difficulty with learning.
- Self-harm or covering the evidence of self-harm.

Neglect

Apprentices that need extra care from an adult could be vulnerable to neglect. Neglect can involve all or some of the following:

- Ignoring medical or physical care needs.
- Failure to provide access to appropriate health, social care or educational services.
- The withholding of the necessities of life, such as medication, adequate nutrition and heating.

Signs of neglect:

- Undernourished.
- Dirty skin and hair.
- Dirty or soiled clothing.
- Inappropriate clothing for the weather.
- Expressing hunger or stealing food.
- Tiredness.
- Not receiving appropriate medication.

Financial Abuse

Financial abuse could involve an Apprentice having money, benefits or possessions taken from them by either someone they know or don't know. This could be a family member, a peer, or a person in authority over the Apprentices.

Gangs

Gang membership is often a result of peer pressure to which particularly vulnerable young people and adults may be more susceptible. If you are concerned that an Apprentice (young person or vulnerable adult) is involved in gang activity you should discuss this with your designated Safeguarding Officer.

Honour based violence, forced marriage and FGM (Female Genital Mutilation)

Honour based violence will often go hand in hand with forced marriages (one or both spouses do not agree to marriage) and FGM (the partial or total removal of the external female genitalia),



although this is not always the case. Different types of abuse can include sexual, physical, emotional and psychological. If identified, dial 999 in an emergency and ensure the DSL is made aware.

Serious Violent Crimes and County Lines

Examples of serious violent crimes can include aggravated assault, arson, assault and battery, domestic violence, hate crimes, homicide, murder, and rape. County lines are where illegal drugs are transported from one area to another. In each of these cases, our young and vulnerable learners could be more susceptible to being involved in these activities. If a learner is identified as being involved contact 999 in the first instance. A disciplinary procedure is in place to follow.

Upskirting

Is Where someone takes a picture under a person's clothing without their permission. It is now a specific criminal offence in England and Wales. If an incident is identified contact 999 and follow the company procedure for raising a grievance. Inform the DSL.

Online Bullying OR Harassment

As there are now many ways to communicate via the internet, staff need to be aware of the different types of communication which could potentially lead to a young person being bullied.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. No place, not even a bedroom, provides a sanctuary from the intrusion of a threatening text message or an abusive email.

Cyberbullying leaves no physical scars so it is, perhaps, less evident to a Manager or colleague, but it is highly intrusive and the hurt it causes can be very severe. Young people are particularly adept at adapting to new technology, an area that can often seem like a closed world to adults. Speak to the Safeguarding Officer if you suspect that an Apprentice is being bullied or harassed online.

A policy is in place to cover Online security and Google use to help prevent unwanted attention, any **unusual activity is monitored** by our IT department and raised with managers where risks or concerns are identified. (link above). We also protect our learners by providing encrypted hardware (phones, laptops and desktops) and software which is managed by the IT department.

This can also lead to **Grooming or Child/ young exploitation** which can be both seen online and in person. Grooming is when someone builds a relationship through trust and an emotional connection with a young or vulnerable adult in order to exploit, manipulate or abuse them. Child or young exploitation involves where they are given things like gifts, drugs, money and affection in exchange for sexual activities. Signs of both grooming and exploitation include the vulnerable



person being secretive, having an older boyfriend or girlfriend, having money or new things which are not normally seen, spending more or less time online on their devices, physical, spending less time at home and being upset or withdrawn. If you have any concerns please raise them with the DSL.

Designated Safeguarding Officer

The designated Safeguarding Officer is the point of contact for all staff to go to for advice if they are concerned about a young or vulnerable person. They are responsible for promoting a safe environment for young people.

Safeguarding referrals to the relevant authority will be made on the basis of identified and considered risks.

Their responsibilities include:

- Undertake relevant training in safeguarding procedures and ensuring their knowledge is kept up to date.
- Acting as a point of contact for those who have safeguarding concerns, receiving information, and recording those concerns.
- Acting upon concerns as appropriate in the circumstances for example by making external referrals for example to social services or police.
- Monitoring the implementation of this policy and procedure

Acting on safeguarding concerns/ disclosures

We all have a responsibility to make sure that concerns about young persons and vulnerable adults are raised as concerns and dealt with appropriately. If anyone is concerned that a young person or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

In the first instance, you should speak to your line manager or member of the Apprenticeship Team.

Safeguarding concerns should be reported to the Designated Safeguarding Officer using the appropriate referrals form. If you wish to discuss a referral before completing the form you may contact the Designated Safeguarding Officer by phone, or discuss it with your line Manager or Regional Apprenticeship Manager. It is better to refer to any safeguarding concerns and enable a risk assessment to take place, than not to make one because you are not yet certain.



Training and Safer Recruitment

The Apprenticeship team is committed to ensuring that everyone understands their safeguarding responsibilities and keeps their knowledge up to date. All members of the Apprenticeship team are required to complete a mandatory online safeguarding training session and the home office PREVENT training within the first 2 months of taking up their post, with a refresher every 2 years to keep their knowledge up to date. The team will also complete a mandatory L2 Safeguarding and Prevent certificate. All training records will be kept up to date and to highlight when refreshers are due.

All Managers that have an Apprentice are required to attend a mandatory webinar training session, which includes information and discussions around their responsibilities towards safeguarding young people and vulnerable adults. The webinar is for all Managers that recruit an Apprentice as it gives them the tools to effectively support their Apprentices. To enhance this further safeguarding prevent and British values are discussed as part of initial tripartite reviews, where we will check the understanding of all parties involved, this will evolve throughout the programme and is supported by conversations that ensure parties are aware of local prevent threats or concerns, These sessions are safe places for all parties to raise any concerns / receive support where required.

In addition, any Manager that has an Apprentice under the age of 18 will go through a mandatory e-learning module, highlighting their responsibilities towards the young person / Apprentice. On completion of this online knowledge session, they will be asked to complete a knowledge check to validate understanding and learning. Training records are held by the Centre.

Communications promoting Safeguarding and Prevent will be regularly shared with all stakeholders using our social community platform encouraging sharing of best practices and case studies.

As part of the programme structure; Safeguarding, Prevent Agenda, British Values, and Equality & Diversity are embedded throughout the programme design, namely through workshop delivery, and coaching sessions. Safeguarding, BV, E&D, and H&S cards (known as [RSVP](#) cards) to help apprentices recall the information and embed learning.

All staff members are recruited through our recruitment procedure and are required to have a Disclosing and Barring Service (DBS) check on their criminal background (if applicable).



PREVENT POLICY

Policy Overview

Prevent is about safeguarding our Apprentices to keep them both safe and within the law. The Prevent Duty is not about preventing Apprentices from having political and religious views and concerns, but about supporting them to use those concerns or act on them in non-extremist ways.

Prevent Policy Statement

The aim of the Prevent Policy is to create and maintain a safe, healthy, and supportive learning and working environment for our learners, staff, and visitors alike. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners. We further recognise that if we fail to challenge extremist views we are failing to protect our learners from potential harm. As such the Prevent agenda will be addressed as a safeguarding concern.

LEAP has a legal responsibility under the Prevent Duty to make sure that:

- All team members will have undertaken training in the Prevent Duty. Prevent training for all staff, learners and governors are mandatory.
- Upskilling of staff to ensure updated CPD in this subject matter.
- Regular conversations with Apprentices to ensure they understand any local threats or concerns and actions they would need to follow if a threat or concern arose.
- We are aware of when it is appropriate to refer concerns about Apprentices to the designated Safeguarding and Prevent Lead - for example, if changes in behavior are identified in an apprentice or employee, this could involve behaviors changes such as individual becoming withdrawn, sharing extremist views or acting in a different manner than previously.

Our Prevent Duty

Section 26 of the Counter-Terrorism and Security Act 2015 places a legal duty on certain bodies, listed in Schedule 3 of the Act, to have 'due regard to the need to prevent people from being drawn into terrorism.

The government has defined extremism in the Prevent Duty as: 'vocal or active opposition to fundamental British values'. This also includes calls for the death of members of the British armed forces. Extremism and radicalisation might include; violent Islamist groups, the extreme right-wing, and other causes.



Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, then participate in terrorist activity.

Who needs to understand this policy and how will they know about it?

Learners

- Policy is available on the website.
- Prevent awareness included the First module / First day of Learning content.
- Prevent delivered through mandatory webinars and resources embedded into the curriculum.
- Ongoing conversations via Tripartite reviews.

Governors / Leadership Team / Safeguarding Lead

- Governors undertake mandatory training and receive updates.
- Regular discussions at Leadership meetings.
- Prevent leads to attend meetings/discussions as appropriate.
- All staff is aware of when it is appropriate to refer concerns about learners to a Designated Safeguarding Lead.
- All policies and procedures support the Prevent Duty and are acted on where appropriate.

Staff

- Receives mandatory training and updates; included with team meetings and through PING (internal newsletter).
- Regular CPD activity to enhance and refresh knowledge.
- Responsible for delivering the curriculum with embedded content on Safeguarding and Prevent.

Leadership

To create and maintain our ethos that upholds core values of shared responsibility and wellbeing for all learners, staff, and visitors whilst promoting respect, equality and diversity, and understanding.

This will be achieved through:

- Promoting core values of respect, equality, and diversity, democratic society, learner voice, and participation.



- Building staff and learners understanding of the issues and confidence to deal with them through mandatory staff training and CPD activities.
- Deepening engagement with local communities.
- Actively working with Local Prevent Officers for FE and HE including attendance at regional workshops and conferences and sharing information and cases.

Networking with Local Prevent Coordinators

We have an established Safeguarding and Prevent working group that is chaired by our Designated Safeguarding Lead. Each member of the working group is assigned a region in the UK and works closely with their named FE/HE Prevent Coordinator. This relationship supports a full and robust understanding of any regional threat and risk relating to our provision by being included in updates and circulations, delivering CPD / development activities, and providing advice and support.

With the support of the Prevent Coordinators and the information received, this is populated into a [Prevent Map](#) to share with learners to make them aware of their local prevent concerns/cases. This supports facilitated conversations with the Coach and Branch Manager in understanding local risks. The Prevent Map is updated quarterly to ensure relevance and current.

British Values

The Prevent duty states that British Values are expected to be embedded into our curriculum and programmes of study.

They are

- Democracy and the rule of law
- Individual liberty
- Mutual respect
- Tolerance of those with different faiths and beliefs

The Leadership team and governing body will make decisions on quality improvement plans and guidelines. The Curriculum team will lead on ensuring British Values are embedded in the curriculum together with the senior leadership team.

Managers and Leaders exemplify British values.

Teaching and Learning



To provide a curriculum that promotes British Values, knowledge, skills, and understanding, to build the resilience of students by undermining extremist ideology and supporting the learner's voice.

This will be achieved through:

- Embedding British Values, equality, diversity and inclusion, well-being, and community cohesion throughout the curriculum.
- Promoting wider skills development such as social and emotional aspects of learning.
- Teaching, learning, and assessment strategies that explore controversial issues in a way that promotes critical analysis and pro-social values.
- Encouraging active citizenship and learner's voice.

All staff at the College have a responsibility to:

- Create and support an ethos that upholds the mission, vision, and values including British values, to create an environment of respect, equality and diversity and inclusion.
- Attend Prevent training in order to have the skills to recognise those who may be vulnerable to radicalisation, involved in violent or non-violent extremism, and to know the appropriate action to take if they have concerns.
- Report any concerns around extremism or radicalisation via the safeguarding reporting channels.
- Report and remove any literature displayed around the college that could cause offense or promote extremist views.
- Support the development of staff and student understanding of the issues around extremism and radicalisation through activities such as training, awareness campaigns, and tutorials.
- Participate in engagement with local communities, schools, and external organisations as appropriate.
- Maintain confidentiality at all times.
- All coaches and staff are aware of **contextualised safeguarding** through CPD sessions and the use of a regional/ localised Prevent Map.

Any allegations against staff will be taken seriously following the [Apprenticeship complaints procedure/ policy](#).

Online Safety

Online safety is an essential part of safeguarding and Travis Perkins acknowledges its duty to ensure that all learners and staff are protected from potential harm online. Travis Perkins has



Group policies regarding **online safety**; including a Code of conduct and/or an AUP, which covers acceptable use of technology.

Team members are encouraged to model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off-site, and signpost to appropriate support internally and externally.

Identified online safety concerns should be raised and appropriate action taken by following the safeguarding policies and procedures.

Managing Risks, monitoring, and Responding to Events

A Risk assessment has been completed to understand where our risks apply to the learners and business. The risks identified have been addressed and mitigating measures have been put into place. Please find a copy of the Risk Assessment [here](#).

- LEAP will ensure that it monitors risks and is ready to deal appropriately with issues that arise through the following:
- Understanding the nature of the threat from violent extremism and how this may impact directly and indirectly on the organisation.
- Identifying, understanding, and managing potential risks within the organisation from external influences.
- Responding appropriately to events reported via local, national or international news that may impact students and communities.
- Ensuring plans are in place to minimise the potential for acts of violent or non-violent extremism within the organisation.
- Ensuring measures are in place to respond appropriately to a threat or incident.
- Continuously developing effective ICT security and responsible user policies.
- Ensuring compliance with related policies.
- Regular reviews are completed every quarter to ensure the SG and Prevent procedure is embedded with staff, learners, and line managers. Any concerns are addressed using an action plan reviewed by the DSL and quality team.
- Safeguarding and Prevent Policy is updated annually or if any updates are required sooner.

Reporting Safeguarding and Prevent Concerns

We have a procedure for reporting Safeguarding and Prevent concerns through its current process which is reviewed and monitored by the Designated Safeguarding Lead (DSL). The DSL must ensure the company's safeguarding policy is followed by all members of staff in the setting.



For any concerns, the following Safeguarding & PREVENT officer should be contacted:

Designated Safeguard Lead

Tony Dawson

tony.dawson@travisperkins.co.uk / 0791 7177 375 (for out of hours please leave a message)

Deputy Safeguard Lead

Jogita Govind

jogita.govind@travisperkins.co.uk / 07768 038 904

To report online material promoting terrorism or extremism please fill out the [form](#) provided on the GOV.UK website.

If you identify a case where you suspect terrorism or extremism please contact the Designated Safeguard Lead in the first instance. For more immediate threats contact your local Police authority.

In an emergency where the individual is in immediate danger, you must do anything necessary to make sure the Apprentice is safe. This could include:

- Providing the Apprentice with the correct Medical attention
- Contacting the police if required
- Where possible, consult with the Safeguarding officer

In this situation, you must write down the following information:

- What you were told
- What actions did you take

If the individual is not in immediate danger you should discuss your concerns with the Safeguarding officer, this should include:

- What you have witnessed/seen
- What you have been told
- What actions have been taken

Once you have had a discussion with the Safeguarding officer you will need:

- Complete a 'Safeguarding Referral form' and share this with the Safeguarding office or Regional Apprenticeship Manager



- Document any actions relating to the Safeguarding issue and update the outcomes of any actions on the Referral form as and when required
- Make the Safeguarding Officer aware of the status of the incident

An anonymous safeguarding referral form is available for anyone wanting to remain anonymous when making a referral. Any referrals received via this avenue will be treated with the utmost confidentiality by the Safeguarding team.

Data Protection, Record Retention, and Storage of Information

Copies of safeguarding referrals and any other relevant documents or records relating to the incident will be securely stored with the Centre File with limited access to only those that required the information. This information will be retained in accordance with GDPR guidelines.

Complaints Procedure

Our complaints procedure will be followed when an Apprentice raises a concern about poor practice of Safeguarding. We have a dedicated Whistle Blowing policy for all colleagues which provides a private, confidential, and anonymous helpline, Colleague Concern Line: **0800 374199**.

Policy Review

This Safeguarding Policy will be reviewed annually or in the event of changes in legislation, or to take into account changes in working practices that may result from incidents or allegations occurring.

Further reading, useful links, and contacts

Employee assistance helpline (private and confidential, available 24/7) **0800 015 5630**
[My Perks](#) - for help and advice. (both external charities and internal initiatives)

Online: www.eap-carefirst.com

Online chat available 8 am - midnight 7 days a week

Username: myEAP

Password: travisperkins

Request a call back via the Thrive App

Further resources to support Safeguarding & Prevent

<https://actearly.uk/>



<https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation>

<https://www.officeforstudents.org.uk/publications/prevent-monitoring-requirements-during-the-coronavirus-covid-19-pandemic/>

Prevent for Further Education and Training – Complying with the Prevent Duty
(preventforfeandtraining.org.uk)

Online Radicalisation | Get Safe Online

Covid

We adhere to the latest Government Covid guidelines to ensure our colleagues and customers are kept safe. If any colleagues feel unsafe in their environment we have a procedure to report their concerns through the Safeguarding referral process.

[Covid Updates via Gov.uk](#)

Related Policies

[Recruitment Policy](#)

[Online Security](#)

[Bring Your Own Device Policy](#)

[Google usage policy](#)

[Google, telephone and internet policy](#)

[Diversity Policy](#)

[Business principles](#)

[Flexible Working Policy](#)

[Encouraging Equal Treatment Policy](#) inc. Bullying

[Safer Recruitment Policy](#)

[Whistle blowing and complaints](#)

[Local Prevent Map](#)

Date of Publishing: May2022v11

Update to Prevent refresher course.

Updated Useful Links and added Whistle blowing, prevent and contact details Sept 2021 TD

Review Date: MAY 2023

Policy/Process Owner: Apprenticeship Quality Team

Tony Dawson, Lead Designated Safeguarding Officer



Signed by	Andy Rayner - Director of Apprenticeships and Early Careers
Signature	Signed on behalf of Travis Perkins plc 