

New London Educational Trust



Safeguarding Policy

Version 2

January 2023

75-81, Sceptre House, Staines Road, Hounslow, London, TW3 3HW.

Appointments

Aaron Edgeley	Designated Safeguarding Lead
Ian Whitehead	Safeguarding Officer
Louise Woodcock	Safeguarding Officer
Soumi Mukherjee	Safeguarding Officer

Table of Contents

1.	Introduction	4
2.	Raising awareness of Safeguarding Procedures	5
3.	Dealing with Disclosure of Abuse and Procedure for Reporting Concerns	6
4.	Reporting and Dealing with Allegations of Abuse Against Members of Staff	8
5.	Personal Care and Vulnerable Adults	8
6.	E-Safety	9
7.	Safer Recruitment Selection	9
8.	Monitoring and Review	12

Appendices:

Flowchart	13
Guidance of Harm	14
Staff Code of Conduct	17
Work Placements / Work Experience	19
Away from Trust	21
E-Safety	22
Management Reporting Framework	23
Covid-19	24
Legal Framework	26

1. Introduction

New London Educational Trust recognises that the Trust community - Management, members of staff, students, apprentices, employers and stakeholders - all have an important role to play in safeguarding the welfare of young people and vulnerable adults and preventing their abuse.

All persons, especially vulnerable adults, are protected by the laws and guidance associated with Safeguarding. They must be safeguarded whether this is in the home, in a learning environment, in the work place or in any other setting.

All members of the Trust community have a legal duty to report in strict confidence to the Designated Safeguarding Lead or a Safeguarding Officer (the nominated person) if they have cause for concern and believe that an individual (employed, volunteer, student, apprentice, visitor or anyone else at the Trust) for whatever reason:

- Harmed a vulnerable adult or is doing so.
- Caused a vulnerable adult to be harmed.
- Put a vulnerable adult at risk of harm.
- Attempted to harm a vulnerable adult.
- Incited another person to harm a vulnerable adult.
- Is a victim of abuse.

Abuse can take many forms, but it is categorised under 4 main themes:

- Physical abuse.
- Sexual abuse.
- Emotional / Psychological abuse.
- Neglect.

In addition to the above, vulnerable adults may also be subject to:

- Financial and material abuse.
- Self-neglect.

It is important that vulnerable people are protected from any form of harm. As such all complaints, allegations or suspicions must be taken seriously.

The following procedure must be followed whenever an allegation is made that a person has been abused or when there is a suspicion that abuse may be taking place.

Harmful activities by other persons who are not employed staff or volunteers will be dealt with using normal Trust procedures for incident management. The police and the local safeguarding boards may nevertheless be involved.

This policy and procedures will be reviewed on an annual basis in January alongside organisational policy review.

To support the safeguarding agenda it may on occasion be necessary to refer to other Trust policies and procedures on Health & Safety, Harassment, Bullying and Personal dignity and Staff Discipline. In all cases safeguarding will take precedent over other policy and procedure areas.

Allegations of abuse are serious. Where a claim of abuse made against another person is not substantiated and is found to have been malicious in intent, this would be dealt with through the Trust's student or staff disciplinary procedure.

Risk Assessment

The Trust uses risk assessment to inform the planning of safeguarding activities. This takes place at a number of levels:

- Organisational risk register – explicit section on Safeguarding.
- Staff safeguarding risk assessment – considering safeguarding measures to be put in place for various groups of staff.
- Hazardous activity risk assessments – in line with the Trust health and safety policy.
- Individual student risk assessments – where the needs or circumstances of the individual dictate that completion of a risk assessment would be beneficial.

Risk assessments are reviewed and updated on a regular basis as needs demands and at least once every year.

2. Raising Awareness of Safeguarding Procedures:

It is important that all members of the Trust community recognise the role they play in safeguarding. Safeguarding is a topic covered within the induction of every member of the Trust community whether they are apprentices, students, staff, employers or stakeholders. It is also reinforced through regular email updates and a safeguarding newsletter.

2.1. Students: Within the induction programme apprentices and students will be made aware of the following:

- What constitutes abuse under Safeguarding.
- The reporting procedures for self-referral or reporting suspected abuse of someone else.
- To whom the referral should be made.
- The responsibilities each apprentice and student have for one another.

2.2. Staff: Within the staff Induction programme employees will be made aware of the following:

- The procedure for reporting issues associated with safeguarding.
- The key Trust personnel to whom the report should be made.
- The responsibility of members of staff under the Safeguarding Policy and Procedure.
- All new staff will complete Vulnerable Adult Awareness training.
- All staff to read and be familiar with Work based students and the Prevent statutory duty Guidance for providers (Updated May 2021):
<https://www.gov.uk/government/publications/work-based-learners-and-the-prevent-statutory-duty/guidance-for-providers-on-work-based-students-and-the-prevent-statutory-duty>

2.3. Employers: Any employer working with a student must be given training on NLET's Safeguarding Policy and Procedures. This should be undertaken by the Designated Safeguarding Lead prior to the student embarking upon the apprenticeship, work experience or work placement. The NLET representative and employer must:

- Identify a key employee who will act as the main contact for the student on the apprenticeship, work experience or work placement for the purposes of child protection.

- Instruct that key employee on the Trust's Safeguarding policy and Procedures and identify who their key point of contact is within the Trust for any referrals for suspected abuse under Safeguarding.
- Sign a declaration that appropriate training has taken place and that the employee is fully aware of their responsibility and the reporting process (appropriate notes and procedures will be left with the employee for reference purposes).

Full details of procedures associated with Safeguarding apprenticeships, work experience and work placements are in the appendices.

3. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns:

Note 1: Promises of confidentiality must not be given other than by counselling staff as the matter may develop in such a way that these promises cannot be honoured.

Note 2: Learning Difficulties and / or Disabilities: Some people with learning difficulties and / or disabilities may need different treatment to other persons e.g. in the way their physical/mental condition might mask possible abuse.

Note 3: Forced Marriage: If there are concerns that a vulnerable person (male or female) is in danger of a forced marriage, you should contact the Trust nominee for safeguarding who will contact the Forced Marriage Unit (FMU) (020 7008 0151) or by visiting the [FMU page](#) of the Foreign and Commonwealth Office website. The police and Children's Services will also be contacted.

- If the complainant is the person being abused, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.
- A full record shall be made as soon as possible of the nature of the allegation and any other relevant information including:
 - The date.
 - The time.
 - The place where the alleged abuse happened.
 - Your name and the names of others present.
 - The name of the complainant and, where different, the name of the person who has allegedly been abused.
 - The nature of the alleged abuse.
 - A description of any injuries observed.
 - An account of the allegation that should be signed and dated by the person completing the report.
- Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Lead or Safeguarding Officer as soon as possible and at least within two hours.
- The nominated member of staff shall telephone and report all allegations and incidents of abuse to the LA adult safeguarding duty social worker before the end of the working day. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant department within 24 hours.

- The nominated member of staff should discuss with the social services department what action will be taken to inform relevant parties and a note of that conversation should be made.
- If the nominated member of staff cannot be contacted within 2 hours of the allegation or observation, the person making the report must notify the LA adult safeguarding department of the issue and inform the Trust's nominated member of staff, as soon as possible, about the action taken.
- The nominated member of staff must notify the Director of Operations of any allegation or incident as soon as is practicable and in any event within 24 hours of the initial concern arising.

Written records.

- The Nominated Member of Staff shall retain a copy of:
 - The report.
 - Any notes, memoranda or other correspondence dealing with the matter.
 - Any other relevant material.
- Copies of reports, notes etc. should be kept securely locked at all times and kept for a minimum period of seven years.
- Copies of reports regarding allegations made against staff shall be kept securely sealed by the Designated Safeguarding Lead for a period of seven years.

The Work of Student Services.

- At the start of any advice session, students must be informed that if information divulged during a confidential meeting leads to suspicion that a vulnerable person is at risk, the Advisor will be obliged to report the matter to the appropriate authority.
- If, in the course of an advice session, a student makes an allegation relating to an abuse issue then it is incumbent upon the advisor to assess the situation with regard to any ongoing danger to the student. The immediate aims are to:
 - Ensure the safety of the student and any other vulnerable person.
 - Help prepare the student to come to terms with the situation and begin to empower them to protect themselves, in the future.
- Client confidentiality should be maintained, providing the above aims are not compromised.
- The status of all allegations referred to the advisor by a third party must be explained to the nominated member of staff, before the end of the working day, without breaching confidentiality.
- If, in discussion with the vulnerable person, the advisor considers it appropriate, she/he will report the details to the nominated member of staff.

4. Reporting and Dealing with Allegations of Abuse against Members of Staff Introduction:

- Where an allegation of abuse is made, and it involves a member of NLET staff, the Trust will comply at all times with the DfE guidance.
- Under no circumstances should the member of accused staff be informed about the allegation. Notification of the allegation will be managed through the official Trust procedures described below.
- Any suspicion, allegation or actual abuse by a member of staff must be reported to the Designated Safeguarding Lead or Safeguarding Officer as soon as possible and at least within two hours. If within 2 hours of the initial concern it has not been possible to contact the nominated member of staff the matter must be reported to the Director of Operations.
- Full records must be made about the alleged incident/s as described in 2.2 above.
- The nominated member of staff will notify the Director of Operations within 24 hours. The Director of Operations will instigate an initial assessment of the allegation, relevant investigations and enquiries and take appropriate action as detailed in the Trust's Disciplinary Policy and in accordance with the DfE guidance.
- The Trust will, as deemed appropriate through the investigation, co-operate fully with the Police, Social Services, DfE and other external organisations in the execution of their duties within the investigation.
- The appointed Trustee with designated responsibility for Safeguarding will be kept informed of any situation where the investigation of an alleged incident under the Safeguarding Policy and Procedure is necessary. They will, in turn, keep the Director of Operations informed of the incident and the necessary action taken.
- Parents or carers of a vulnerable adult involved should be told about the allegation as soon as possible if they do not already know of it (subject to discussion with the relevant authority). They should also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process.
- If the designated safeguarding officer is the subject of the allegation or complaint, the matter must be reported directly to the Director of Operations.
- If the Director of Operations is subject to any such allegation or complaint, the designated safeguarding lead will contact the Chair of the Board of Trustees.

5. Personal Care and Vulnerable Adults

- The Trust will endeavour to ensure an appropriate environment and skilled staff are provided to allow intimate care to be delivered whilst meeting their need for privacy, dignity and safety. The vulnerable adults' wishes will be adhered to as closely as possible
- The Trust will recruit in order to meet the gender and cultural care of adults in line with sex discrimination and employment legislation to permit same sex support to be given.

- The Trust will provide clean, well maintained and equipped environments to meet the needs of adults receiving personal intimate care.
- It is recognised that in certain circumstance same sex support cannot always be available in which case support for a female student will be given by a female staff. Support for male students will be given by male staff wherever possible but if not then by a male and female together, or if not possible then two females.

6. E-Safety

- People can be vulnerable to exploitation or abuse through the medium of Information Technology. It is important that staff are alert to potential risks vulnerable people may be exposed to, and that steps have been taken to mitigate the risk of this occurring, with specific reference to:
 - **Content** – e.g. exposure to age-inappropriate material, inaccurate or misleading information, socially unacceptable material (inciting violence, hate or intolerance) and illegal material (including images of child abuse).
 - **Contact** – e.g. grooming using communication technologies leading to inappropriate behaviour or abuse.
 - **Commerce** – e.g. exposure to inappropriate advertising, online gambling, identity theft and financial scams.
 - **Culture** – e.g. bullying via websites, mobile phones or other communication technologies, or inappropriate downloading of copyright materials (music, films, images); exposure to inappropriate advertising, online gambling and financial scams.
 - **Social Media** – e.g. Twitter, Instagram, Facebook, and other social media sites can also include and be used for bullying, coercion and grooming and as a point of exposure for extremism, sexual misconduct and scamming (financial schemes).
- Addressing these issues through Safeguarding E-Safety training and awareness raising with staff, apprentices, students, employers and stakeholders will be undertaken by the Designated Safeguarding Lead. If there is any indication that a vulnerable person is experiencing difficulties in this area (for instance if they are reported to be spending long periods of time using a PC on their own or if they appear unnecessarily defensive, secretive or anxious about their PC use), then this must be taken seriously.

7. Safer Recruitment and Selection

7.1 Although NLET works with adult students, we pay full regard to DBS guidance “Safeguarding Children and Safer Recruitment in Education”:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

It ensures that all appropriate measures are applied in relation to everyone who works for NLET. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining references satisfactory to the Trust, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking Disclosure and Barring Service checks. No new member of staff is to be employed.

7.2 Statutory changes, underpinned by regulations, are that:

- A DBS Enhanced Disclosure is obtained for **all** new appointments to the Trust's workforce. No new member of staff can start teaching/assessing with any students until the DBS has been completed. If the DBS is delayed the new staff will not be left alone with any apprentice/student, and will be allocated desk space in the main office and supervised at all times.
- The Trust will keep a single central record detailing a range of checks carried out on staff.
- All new appointments to the Trust workforce who have lived outside the UK are subject to additional checks as appropriate.
- The Trust will satisfy itself that supply/temporary staff have undergone the necessary checks.
- Identity checks must be carried out on all appointments to the workforce before the appointment is made.

Single Central Record

The Trust maintains a single central record of all checks on Trust staff and, where appropriate, for all other people who may come into routine contact with vulnerable students through the course of their studies.

7.3 Role of the RAP

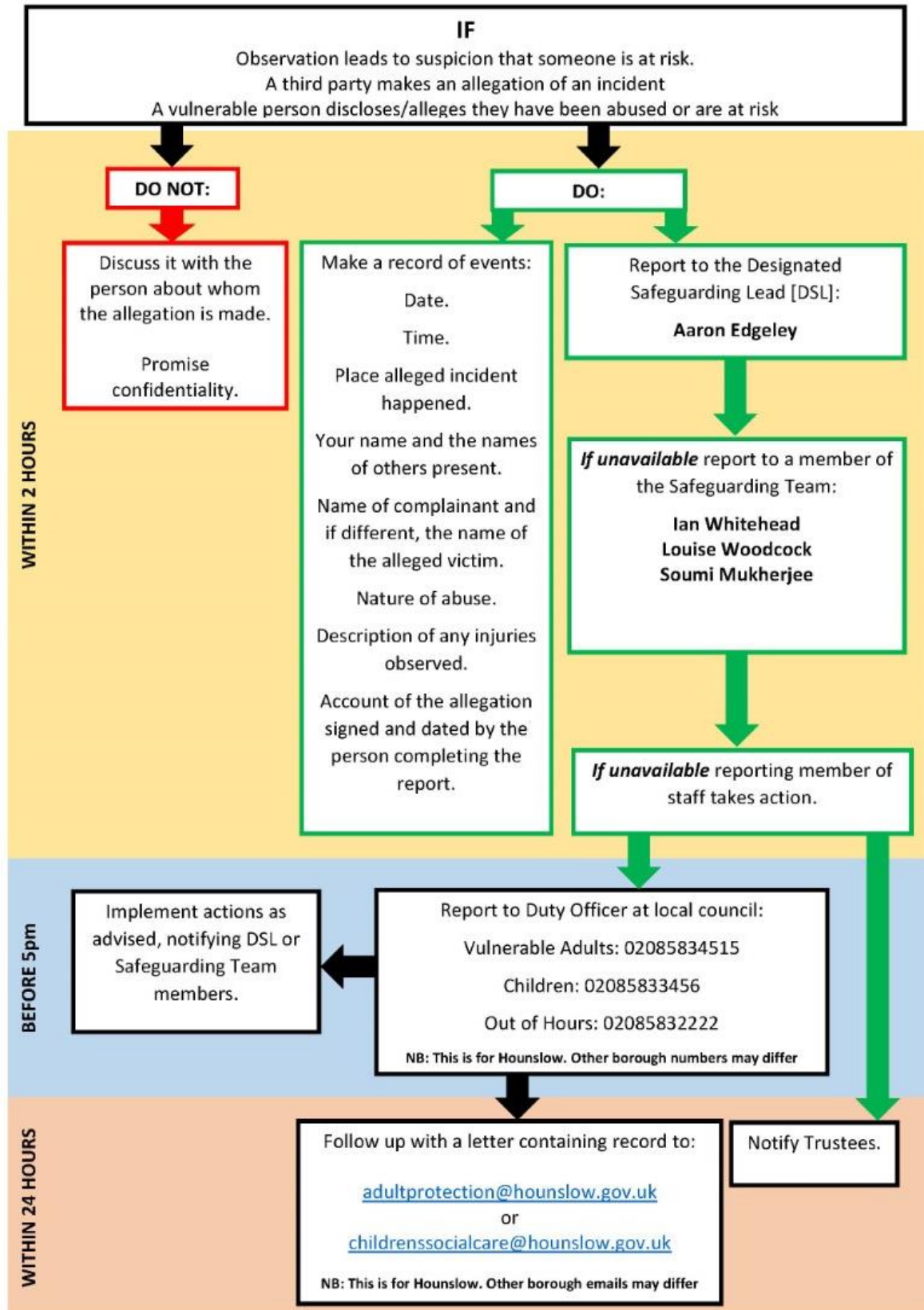
- Acting as the RAP (Regulated Activity Provider), NLET has a legal 'legitimate interest' in all persons in the NLET community and will report to the Disclosure and Barring Service (DBS) any member of staff, apprentice/student, employer, stakeholder or visitor to the Trust who, following investigation by a safeguarding officer, is shown to have harmed, abused, neglected, harassed or bullied any child or vulnerable adult at work, in work placement, during training or education or other activity controlled or within the contracted remit of the Trust. This is irrespective of whether the work activity they were performing at the time was regulated in law.
- Where harm may have been committed by employed staff, volunteers or particular student categories, the Trust has a duty to report under the criminal law of England. When an incident takes place and after investigation a report is made using the correct ISA form.

- The Trust has continuous regard to the:
 - General safety and welfare of staff and volunteers, students, visitors, ancillary staff, builders and maintenance workers, consultants, inspectors, suppliers, service level agreement holders and sub- contractors, or any other person connected with the Trust. In this, common sense applies, and Trust procedures will take into account acceptable working practices. All Trust staff and volunteers are required to be polite and courteous. They are to react immediately to protect anyone from harm if they can do so using reasonable actions and resources. They can ask anyone they think is causing harm to desist. They should call for help and stay with the person being harmed until another person they fully trust arrives to take responsibility for the situation.
 - Specific legal duties under the criminal law connected with regulated activities and controlled activities. A failure by the RAP to adhere to the legal regulations can lead to criminal prosecution, fines and imprisonment for persons in that role.
- Failure of the RAP or a person delegated by the RAP to check with the DBS to see if a prospective staff member or volunteer is barred or not, is a criminal offence punishable by a term of up to 5 years in prison. Similarly, the failure of the RAP to report an individual who a safeguarding officer says has caused harm to a child or vulnerable adult, is a criminal offence.
- Taking on new staff members or inviting volunteers to help with work projects without the permission of the RAP or a person formally delegated by the RAP to give permission is a serious disciplinary offence. Staff are specifically NOT to invite any person of any age to the Trust to take part in Trust activities which might be considered to involve work tasks, without obtaining clearance. It will not be clear to all staff which students are under 18 or which adults have privately disclosed a vulnerability. Visitors are not included in this as they are visiting not working.
- It is an offence for a barred individual to work or volunteer with vulnerable adults, or to seek to do so.
- It is an offence to knowingly employ a barred individual/s in roles with vulnerable adults.
- Employers are under legal duty to refer individuals they believe to pose a risk of harm to the DBS.
- New staff may start work in an emergency prior to receipt of DBS disclosures, subject to a risk assessment by the Designated Safeguarding Lead being completed and references received.
- Special regulations for those at the Trust who train students to get jobs in regulated activities and therefore acts as employment agencies, employment business or educational workplace operators.

8. Monitoring and Review

- This policy will be reviewed as deemed necessary through changes in law and/or good practice but at least annually every January.
- This policy draws on information contained within the Safeguarding Vulnerable Groups Act 2006 and Working Together to Safeguard Children and the Trust will refer to these documents for enhanced information in areas of concern or lack of clarity.

SAFEGUARDING REPORTING PROCEDURES



Safeguarding: Guidance on Harm

- **Part One – Young People (Children) – persons who have not reached their 18th Birthday.**
- **Part Two – Vulnerable adults – as defined in Part 2**

PART ONE - HARM TO CHILDREN

Types of harm to children under 18

NLET does not typically work with children (persons under the age of 18) with regards to its normal activities. However, it is aware that contact with children may occur on occasion, and that many of its staff and students may have children within their own family units. NLET's responsibility to safeguard children then, reflects its wider role as an organisation embedded in its community.

Emotional/ Psychological - Action or inaction by others that causes mental anguish

Emotional harm is the emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may involve children witnessing aggressive, violent or harmful behaviour such as domestic violence. Some level of emotional harm is involved in all types of ill-treatment of a child, though it may occur alone. It may constitute grooming, harassment or inappropriate emotional involvement.

Physical - Any intentional physical contact that results in discomfort, pain or injury

Physical harm may involve assaults including 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy. Supply drugs to children. Inappropriate/unauthorised methods of restraint.

Sexual - Any form of sexual activity with a child under the age of consent

Sexual harm involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, or non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Downloading child pornography. Taking indecent photographs of children. Sexualised texting.

Neglect - Failure to identify and/or meet care needs

Neglect is the 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

PART TWO – VULNERABLE ADULTS – HARM

Definition of a vulnerable adult under the SVGA 2006 Vulnerable adult

A vulnerable adult is defined in full under section 59 the 2006 Act and Article 3 of the 2007 Order.

In summary, a person is a vulnerable adult if they have attained the age of 18, and

- they are in residential accommodation;
- they are in sheltered housing;
- they receive domiciliary care;
- they receive any form of health care;
- they are detained in lawful custody;
- they are by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43), in England and Wales;
- they are by virtue of an order of a court under supervision by a probation officer in Northern Ireland;
- is receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so;
- they receive any service or participate in any activity provided specifically for persons due to age, disability, prescribed physical or mental problem, expectant or nursing mothers in accommodation or a person of a prescribed description not falling in the above;
- payments are made to them (or to another on their behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c.15), in England and Wales;
- payments are made to them (or to another on their behalf) in pursuance of arrangements under section 8 of the Carers and Direct Payments Act (Northern Ireland) 2002 (c.6); or
- they require assistance in the conduct of their own affairs.

Safeguarding officers are to note that if a person has an impairment in the following list and that is their only vulnerability, then they are NOT vulnerable under this law:

- Dyslexia
- Dyscalculia
- Dyspraxia
- Irlen Syndrome (also known as Scotopic Syndrome)
- Alexia
- Auditory processing disorder, or
- Dysgraphia.

Emotional/ Psychological

- **Action or inaction by others that causes mental anguish**

Inflexible regimes and lack of choice. Mocking, coercing, denying privacy, threatening behaviour, bullying, intimidation, harassment, deliberate isolation, deprivation.

Financial

- **Usually associated with the misuse of money, valuables or property**

Unauthorised withdrawals from vulnerable adult's account, theft, fraud, exploitation, pressure in connection with wills or inheritance.

Physical

- **Any physical action or inaction that results in discomfort, pain or injury**

Hitting, slapping, pushing, shaking, bruising, failing to treat sores or wounds, under or overuse of medication, un-prescribed or inappropriate medication, use of restraint or inappropriate restraint, inappropriate sanctions.

Sexual

- **Coercion or force to take part in sexual acts**

Inappropriate touching. Causing bruising or injury. Transmission of STD.

Neglect

- **Failure to identify and/or meet care needs**

Untreated weight loss, failing to administer reasonable care resulting in pressure sores or uncharacteristic problems with continence. Poor hygiene, soiled clothes not changed, insufficient food or drink, ignoring resident's requests, unmet social or care needs.

Verbal

- **Any remark or comment by others that causes distress**

Demeaning, disrespectful, humiliating, racist, sexist or sarcastic comments. Excessive or unwanted familiarity, shouting, swearing, name calling.

Safeguarding: Staff Code of Conduct

It is exceptionally important that people working with students, including young people and vulnerable adults, do not put themselves, or the people they are working with, in a position that could compromise their ability to remain objective about the application of the Trust Safeguarding Policy.

Staff **should** wherever possible:

- Work in an open environment and be visible to others e.g. avoiding private or unobserved situations.
- Wear their NLET name badge so that students can easily identify them.
- Be alert to signs of abuse or information suggesting abuse and know how to report any concerns and suspicions. It is a legal and contractual responsibility for all staff to pass on relevant information to the Trust designated officer.
- Be familiar, as far as practically possible, with the support agencies available i.e. the Local Safeguarding Adults Board.
- Treat people with dignity. Respect each person's boundaries and help them to develop their own sense of their rights, as well as helping them to know what they can do if they feel that there is a problem.
- Maintain a safe, professional distance in all relationships with students. For example, if a student makes sexual approaches or suggestions, tell them this is inappropriate and remove yourself from the situation.
- Value and respect students as individuals, modelling appropriate conduct - which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism.
- Participate in all staff training which is available to support safeguarding.
- Remember that those who abuse can be of any age (including children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

PRACTICE TO BE AVOIDED

The following practice should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should occur with the full knowledge and consent of a manager or the student's parent(s) / carer (s).

- Avoid spending excessive time alone with students away from others.
- Avoid situations where guest lecturers, workshop practitioners and visitors are left alone with students/apprentices under **your** supervision.
- Avoid offering students lifts in your own car or motorbike, except in an emergency.
- Do not socialise with students enrolled on a course of study with the Trust on occasions when it does not constitute part of your normal duties.

- Never give a student alcohol, tobacco products or any form of drug or medication, including the purchase of these items on their behalf.

PRACTICE THAT SHOULD NEVER OCCUR

Staff should:

- Never encourage or participate in an intimate and/or sexual relationship with student enrolled on a course of study at the Trust.
- Never engage in inappropriate physical or sexually provocative behaviour with a student enrolled on a course of study at the Trust.
- Never make sexually suggestive or lewd comments to a student, even in fun.
- Never develop relationships with a student which could in any way be deemed exploitive or abusive.
- Never take a student to your home.
- Never act in ways that may be deemed abusive or may place a student at risk of abuse.
- Never smack or physically hit a student, reduce them to tears as a form of control, or intentionally shame, humiliate, belittle or degrade them.
- Never allow people to engage in unacceptable behaviour or use offensive or discriminatory language without being challenged.
- Never allow allegations made by a person to go unchallenged, unreported or not acted upon.
- Never expose a student or any person to activities that compromise their health or personal safety.
- Never divulge personal contact details to a student or engage in communications with them using your own home or personal mobile phone or through your home e-mail account.
- Never issue any student's contact details to anyone, without getting permission from the Director of Operations or contract lead.
- Never do things of a personal nature for a student that they can do themselves.
- Never condone or participate in the behaviour of someone, which is illegal, abusive or exposes anyone to any degree of danger or risk (that may or may not lead to injury, distress or illness).
- Never create or access any form of pornography, including via the internet

Safeguarding: Apprenticeships / Work Placements / Work Experience Overview

There are occasions when young people and vulnerable adults are required to attend work- place settings in order to complete their studies e.g. apprenticeships, work experience or work placements. Such activities are a valuable part of student's development and are to be encouraged and supported. However, such work-place settings, especially those which extend over the longer term can pose increased risk to young people and vulnerable adults. In order to safeguard students in such situations the organisation providing the work-based opportunity will be required to work in partnership with the Trust in order to meet the requirements set out below.

Scope: This procedure covers all forms of work-based activity required by a student to satisfactorily complete their course of study or apprenticeship while enrolled at the Trust. If a student chooses to undertake additional work-based activities for their own development, it is their responsibility to ensure the appropriateness and safeguarding of such activities.

Guidance

- 1.** All employer venues must be approved prior to the placement commencing. This is achieved by a designated member of Trust staff completing a risk assessment and recording the outcome in the HASP 10 form. Staff completing risk assessments will receive appropriate training. The HASP 10 form contains specific references to safeguarding and the measures which may need to be put in place.
- 2.** The time interval between re-approval checks of employer venues will be determined using a risk assessment methodology. Where a placement is considered high risk (possibly due to the nature of the work carried out) then the placement venue will be audited at least twice every year. However, no student would be put at risk and overly high-risk environments will be rejected by the Trust staff carrying out the assessment. Where the risks are felt to be less onerous the audit may take place every two years. Every work-place provider will be audited at least once every two years. In any event if more than one learner attends the same site, the site will be subject to a risk assessment per student.
- 3.** The work-place provider will appoint a named member of staff to act as the key worker for the placement. This person will be required to obtain an enhanced DBS check. This will be arranged and paid for by the Trust. The names and details of key workers will form part of the Trust single central record of staff approved to work with young people and vulnerable adults.
- 4.** The key worker will receive:
 - a. A copy of the Trust Safeguarding Policy, be briefed on its content and sign to confirm they agree to work in accordance with it.
 - b. A copy of the Trust's code of conduct for staff with regard to safeguarding and agree to work in accordance with it.
 - c. The names and contact details of Trust staff with responsibility for safeguarding and made aware of when and how to contact them for support or advice.

- 5.** Students attending a work-place setting will be provided with guidance on who to contact if they are worried about or uncomfortable about their surroundings or if they suffer abuse.
- 6.** Students attending a work-place setting will receive regular contact from a person employed by the Trust e.g. Student Services. This may be by a face-to-face visit or via a phone conversation. During each contact Trust staff will check that the student remains happy in the setting and has no issues or concerns which should be addressed.
- 7.** In all cases, the suitability of the students to the setting will be taken into consideration. In some cases, it will be necessary for the student to undergo enhanced DBS clearance, for example if they are to work with young children or in a health and social care setting.
- 8.** The effectiveness of this procedure will be monitored and reviewed using Trust self-assessment process, course reviews and identification of any recurring issues.

Safeguarding: Away from Trust Premises Overview

Specific procedures exist to provide guidance when considering safeguarding issues in work placements and employer settings. The purpose of this procedure is to provide guidance to other more general situations when students maybe away from the main Trust site on a trip or other type of visit.

Guidance

- 1.** All activities requiring students to leave the Trust campus require a risk assessment to be completed. Approval for the trip must also be obtained prior to the trip taking place using the appropriate Trust procedures.
- 2.** When completing the risk assessment due consideration must be given to issues of safeguarding and these should be recorded on visit approval paperwork.
- 3.** Staff undertaking risk assessments will be trained in the completion of risk assessments and safeguarding.
- 4.** When planning the trip special consideration should be given to the profile of the student group to assess the potential safeguarding issues. This should include: the age profile of the students, any characteristics of individual students which could make them more vulnerable, any medical or support needs of students, the activity to be undertaken and the risks which may arise from this.
- 5.** Whenever a trip is to be for an extended period (greater than eight hours), staff of both genders should accompany the group.
- 6.** If volunteers are to accompany the group on the trip, wherever possible they should have obtained an enhanced DBS disclosure. Where an enhanced disclosure has not previously been requested by the Trust, it is possible for the volunteer to take part in the trip, but they should not be left solely in charge of students or left alone in one-to-one situations with students. Considerations such as this should be noted on the risk assessment paperwork.
- 7.** Staff on the trip should be issued with a Trust mobile phone so that they can be contacted and in return make contact with the Trust should the need arise.
- 8.** Students should be briefed before the trip on reasonable measures to assure their safety. These need to reflect the profile of the group but should include agreed meeting times and locations, who to contact in the event of an emergency, guidance on the avoidance of potentially unsafe situations such as becoming separated from friends/groups or being alone with an unfamiliar person in an isolated area.

Safeguarding:E-Safety

Overview

The Trust is aware that students/apprentices can be vulnerable to exploitation or abuse through the medium of Information Technology. It is important that staff are alert to potential risks vulnerable people may be exposed to, and that steps have been taken to mitigate the risk of this occurring. The below procedure sets out the steps the Trust takes to prevent this happening.

Guidance

- 1.** Through the development and enforcement of the following policies and procedures the Trust will support the ongoing safe use of technology in the Trust:
 - a. The acceptable use of Trust IT systems Policy.
 - b. Health and Safety Policy.
 - c. Equality and Diversity Policy.
 - d. Bullying and Harassment Policy.
 - e. Teaching and Learning Policy.

- 2.** The Trust will provide training and development to students such that they understand:
 - a. The safe use of social networking sites.
 - b. What cyber bullying is, ways in which to respond to it and who to refer matters to if they need further support.
 - c. The appropriate sharing of personal data and images.
 - d. All of the above will include the use of mobile technology, email, instant messaging and the internet.

- 3.** The Trust will also protect students by:
 - a. Annually reviewing the Safeguarding Policy and this procedure and actions associated with their implementation to ensure that measures associated with E-Safety are effective.
 - b. Putting in place mechanisms for raising awareness of E-Safety issues with students, apprentices, employers, stakeholders and staff
 - c. E-Safety will be part of the induction of every student. This may be through group tutorial, induction activity or appropriate references in course handbooks.
 - d. Consideration to E-Safety is embedded in the quality assurance procedures for the Trust.
 - e. Specific issues relating to E-Safety are reported to the Designated Safeguarding Lead. This will enable central tracking of issues and appropriate reporting to the senior management team and Trustees.
 - f. Systems to protect students including software monitoring are reviewed annually in conjunction with IT support areas.
 - g. Trust systems will champion good practice for E-Safety, notably by not sharing student personal information, with particular emphasis on areas such as the Trust website.
 - h. This procedure will be communicated to students, staff, parents, carers and other stakeholders.

Safeguarding: Management Reporting Framework

Overview

In order to ensure that members of the Trust Governing Council and key managers are kept appropriately informed regarding Safeguarding matters, the below reporting framework for safeguarding will be implemented.

Guidance

- 1. Annual Report to Governing Council.** There will be an annual report produced summarising issues and activities relating to Safeguarding in the previous academic year. This will contain:
 - a. Details of the Trust organisational structures relating to Safeguarding (names and positions). The designated officer for Safeguarding and members of the Trust Governing Council Board.
 - b. Staff Statistics – confirmation of completion of appropriate checks (vetting and barring, DBS etc.) and associated numbers and percentages. Training undertaken by staff, including percentage completion against requirement.
 - c. Progress against performance indicators relating to Safeguarding.
 - d. Case statistics- a review of the number of cases dealt with in the Trust. This will report:
 - i. The number of cases referred to the LA Vulnerable Adults Team.
 - ii. The number of cases brought to the attention of the Officer with lead responsibility for Safeguarding.
 - iii. The number of cases referred to the Disclosure and Barring Service (DBS).
 - e. Annual review of the Trust Safeguarding Policy.

- 2. Reporting to the Operations Team Meetings.** The Designated Safeguarding Lead will provide an overview of safeguarding matters at each Operations Team meeting (normally monthly). In order to deliver a coherent and comprehensive response to Safeguarding, the Trust has instigated a Safeguarding team to oversee its Safeguarding activity. This will meet monthly to monitor all aspects of activity concerning Safeguarding.

At all times when reporting matters individual personal details will be removed in order to protect the identity of those involved. The exception will be in discussion with the lead Trustee, where specific detail may be required to inform decision making.

Safeguarding: Covid-19

Overview

The Trust is aware that the circumstances around the recent Covid-19 pandemic have had a profound effect on the way that services were able to be delivered has created new challenges and put additional pressure on both the physical resources and the way in which people are able to engage with them both at the Trust and in the communities it serves. The Trust is also aware that whilst this aspect of policy is framed with reference to Covid-19, it should also be viewed as a template for pandemic response within the Trust more widely.

Guidance

- 1.** Through the development and enforcement of the following policies and procedures the Trust will embed the interpretation of Covid-19 guidance through the application of:
 - a. Health and Safety Policy.
 - b. The acceptable use of Trust IT systems Policy.
 - c. Equality and Diversity Policy.
 - d. Bullying and Harassment Policy.
 - e. Teaching and Learning Policy.

- 2.** The Trust will emphasise the provision of training and development to students through the website and online formats. This means that the Trust will support students through:
 - a. Supporting the safe use of platforms such as Microsoft Teams or social media as teaching tools.
 - b. Delivering services in a way which embeds awareness of E-Safety, including cyber bullying, the appropriate sharing of personal data and images, and ways in which they can access further support.
 - c. A minimum of at least 3 persons present at each online session to ensure safeguarding measures are complied with.

- 3.** The Trust has also protected its staff and students/apprentices by:
 - a. Ensuring that the latest government guidance surrounding Covid-19 and safe practices for organisations/individuals are circulated to ensure that knowledge and practice continue to reflect the most current advice.
 - b. Conducting needs-based assessments to ascertain the most vulnerable members and the best ways in which they can be supported throughout and beyond the lockdown.
 - c. Conducting a risk assessment regarding all aspects of Covid-19 as it pertains to the function of the Trust as a whole as well as for each component.
 - d. Conducting regular check-ins with staff/students to ensure that appropriate and proportionate support is given to maintain physical and mental well-being.
 - e. Conducting regular deep-clean of the workplace.

- f. Ensuring that appropriate safety measures are in place where a phased return has been enabled. These include:
 - i. Actively promoting safe hygiene practices.
 - ii. Provision of safe distancing guidance at two metres.
 - iii. A hygiene station at entrances with hand sanitizer.
 - iv. Provision of personal protective equipment (PPE), particularly for staff in customer facing posts.
 - v. Notices regarding distancing measures in transit areas.
 - vi. Restricting access to potential bottleneck areas and toilet spaces.
 - vii. Increased level and frequency of cleaning of all office, delivery and public areas. This includes, for example, cleaning facilities such as computers between each user to minimise risk of transmission.
 - viii. Improving ventilation within the build without the use of air conditioning.
 - ix. Ensuring that the phased return minimises the need for physical presence in the building wherever possible and only where a remote presence is not feasible.
 - x. Encouraging accurate information sharing and dealing with individual concerns
 - xi. Supporting the uptake of vaccinations and boosters where appropriate
- g. Increasing the visibility and accessibility of the Welfare Department, Designated Safeguarding Lead and the services that they are able to offer, including (but not limited to):
 - i. Mental health referrals.
 - ii. Covid-19 specific health concerns.
 - iii. Prevent concerns – including combating radicalisation, extremism and the promotion of prejudicial ideologies such as Far Right or Incel ideologies.
 - iv. Domestic Abuse.

Safer Recruitment

- 4.** It is important NLET is able to recruit and source relevant talent despite the demands placed upon it by the pandemic. To this effect it will facilitate interviews by the remote means mentioned above. However, it remains essential that people who are unsuitable are not allowed to work with or gain access to vulnerable adults. When recruiting new staff, the Trust will continue to follow the relevant safer recruitment processes for their setting.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. If staff are deployed from another setting to the Trust, we will take into account the DfE supplementary guidance on safeguarding during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:

- a. The individual has been subject to an enhanced DBS check.
- b. There are no known concerns about the individual's suitability to work with vulnerable adults.

- c. There is no ongoing disciplinary investigation relating to that individual.

Under no circumstances will any person who has not been checked be left unsupervised or allowed to work in regulated activity.

This procedure will be communicated to students, apprentices, staff, employers and other stakeholders, through hard copy handout at induction, email and on the NLET website.

Safeguarding: The Legal framework

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- The Equality Act 2010
- Children's Act 1989 (supplemented by the Children's Act 2004)
- Protection from Harassment Act 1997 (supplemented by Protection of Freedom Act 2012)
- Public Interest Disclosures Act 1998
- Data Protection Act 1998 (updated 2018)
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Special Education Needs and Disability Act (SENDA) 2001 (supplemented by The Children and Families Act (2014).
- Gender Recognition Act 2004
- Sexual Harassment Amendment 2005
- Racial and Religious Hatred Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Corporate Manslaughter and Homicide Act 2007
- Modern Slavery Act 2015