

THE CONTEXT OF ABUSE

Family Circumstances: Domestic Violence

Where there is domestic violence the implications for a learner or for younger children in the household must be considered. People from families with a history of domestic violence often have behavioural difficulties, absenteeism, ill health, bullying, and drug and alcohol misuse.

Drug and alcohol abuse

There is an increased risk of violence in families where this occurs. A young person may have to take on responsibilities for younger children in the family.

Modern Slavery

Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.

Forced Marriages

Forced marriage is an entirely separate issue from arranged marriage. Forced marriage is abuse of human rights and falls within the Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage are usually experiencing physical and/or emotional abuse at home.

Mental Health Issues

- Self-harming and suicidal behaviour.
- Self-harm, suicide threats and gestures by a young person or adult at risk must always be taken seriously and may be indicative of a serious mental or emotional disturbance. The possibility that self-harm, including a serious eating disorder has been caused or triggered by any form of abuse or chronic neglect should not be overlooked.

Abuse by peer group: bullying, racism and abuse

- Bullying is a common form of deliberately hurtful behaviour, usually repeated over a period of time, when it is difficult for the victims to defend themselves.
- Bullying can take many forms, but the three main types are physical (e.g., hitting); verbal (e.g., threats); and emotional (e.g. isolating the individual).
- It may involve physical, sexual or emotional abuse including homophobic, sexual, racial or religious harassment, or behaviour which is offensive to those with learning or physical disabilities.
- Severe harm may be caused by the abusive and bullying behaviour of their peers. The damage inflicted by bullying is often underestimated and can cause considerable distress. In extreme cases it can cause significant harm, including self-harm.
- Initiation or hazing type violence occurs in a range of group situations such as gangs, sport teams. The initiation rites can range from relatively benign pranks to protracted patterns of behaviour that rise to the level of abuse or criminal misconduct.

RESPONSIBILITY

Employees, self-employed and volunteers

- All employees are required to familiarise themselves with this policy and procedure and follow this at all times.
- If you have concerns about the welfare of a child, young person or vulnerable adult and believe that they may be at risk of, you must share that concern confidentially with a local safeguarding lead immediately.
- Any information shared should always be accurate, up to date and shared appropriately and securely with only the person or people who need to know and limited to information relevant.
- for the purpose. If you have any doubts about when to share safeguarding information, discuss the situation with a safeguarding lead.

Designated Safeguarding / Prevent Lead

The designated lead Mrs Irene Tabeth is the single point of contact for Safeguarding and Prevent, to support the Senior Management Team to fulfil their responsibilities and to ensure that:

- This policy is implemented across the organisation.
- Any concerns are shared with the relevant organisations in order to minimise the risk of people becoming involved in terrorism.
- Appropriate training is in place that is relevant and regularly reviewed and updated.
- Develop and work with partners and support networks to ensure up to date information and resources are received, acted on and cascaded.
- Practices are reported on for the Senior Management Team and the Board of Trustees on a quarterly basis.
- Reviews the implementation and effectiveness of the policy on an annual basis.
- Take lead responsibility for managing child protection issues and cases in their operation or team.
- Provide advice and support to other staff, making referrals to and liaising with external parties as necessary, such as the local authority and other agencies, like the DBS or Police.
- Be aware of the Local Safeguarding Children's Board (LSCB) and Safeguarding Adults Board (SAB) be familiar with local referral procedures.
- Ensure that appropriate information is available at the time of a referral and that the referral is confirmed in writing, under confidential cover as quickly as possible (e.g. within a working day).
- Liaise with the local designated officer over safeguarding issues and in all cases where allegations relate to an employee or member of staff.
- Keep the Safeguarding & Prevent Risk Register updated at all times with all concerns, no matter how major or minor the concern
- Deal with the aftermath of an incident in the organisation.
- Attend regular training and networking events relating to safeguarding issues.

- Ensure the effective and consistent communication and embedding of safeguarding policies within their operation/team.
- Ensure that learners/service users and their parents/guardians/carers know where to go if they need support or have concerns about the behaviour of an employee, contractor or volunteer.
- Provide regular briefings and updates at staff meetings to ensure that all staff are kept up to date and regularly reminded of their responsibilities.
- Have an awareness of vulnerable service users within their operation.
- Ensure that all staff know how to raise concerns about people who are vulnerable or at risk of abuse and neglect.
- Ensure that all staff know how to assess the risk of children being drawn into terrorism and understand how to identify individual children who may be at risk of radicalisation and what to do to support them.

HR Department

- The HR department monitors and records the DBS process for employees, casuals, volunteers and self-employed contractors.
- The HR department also ensures that Safeguarding and Prevent training is provided and completion is monitored.
- The HR department provides advice and guidance to managers on safeguarding issues in relation to recruitment, employees and volunteers.

Training and Learning Staff

Teaching and learning staff will be involved in the delivery of a learning and apprenticeship curriculum which promotes knowledge, skills and understanding to build the resilience of learners, promote British values and enable them to challenge extremist views. This will include:

- Embedding equality, diversity and inclusion, wellbeing and community cohesion
- Promoting wider skill development such as social and emotional aspects of learning and the strengthening of critical thinking skills.

USE OF EXTERNAL AGENCIES AND SPEAKERS

At 6RO,OWLWXWH we encourage the use of external agencies or speakers to enrich the experiences of our learners; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our learners.

Such vetting is to ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, our values and ethos.

6RO,OWLWXWH will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to learners are consistent with the ethos of the Sol Institute and do not marginalise any communities, groups or individuals.
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are matched to the needs of learners.
- Activities are carefully evaluated by Sol Institute to ensure that they are effective.
- We recognise that the ethos of Sol Institute and learning is to encourage learners to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore, by delivering a broad and balanced tutorial programme, augmented by the use of external sources where appropriate, we will strive to ensure our learners recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help learners develop the critical thinking skills needed to engage in informed debate.

CONFIDENTIALITY AND STORAGE OF SAFEGUARDING REPORTS

All staff must maintain confidentiality about safeguarding cases and are shared internally on a need-to-know basis. Learners must be informed that any disclosures or concerns that are raised cannot be kept secret and may have to be referred to the Designated Safeguarding Lead and external agencies.

The safeguarding report must be completed fully and accurately, using word for word information wherever possible. This must be saved using a password protection and emailed within the same day to the Designated Safeguarding Lead. The DSO will keep a central record of all safeguarding reports that are in a lockable cabinet or restricted access online folder that complies with GDPR. Active cases will be regularly reviewed and updated as necessary for each individual circumstance and closed cases will be signed off by the DSO and archived.

WHISTLE BLOWING

Whistle blowing protects all staff, contractors and learners from fear of victimisation or discrimination when raising serious concerns. It is intended to enable a safe environment to encourage discussions rather than allowing these to be overlooked or discussed externally. Anyone who raises a genuine concern will have significant legal protection under the Employment Rights Act 1996 – Part IVA, Part V and Part X and the Public Interest Disclosure Act 1998. The concern should be raised with the Directors who will conduct any internal investigations in line with the organisation's procedures.

MANAGING ALLEGATIONS AGAINST STAFF

Any suspicion, allegation or actual abuse of a learner by a member of staff must be reported to the Designated Safeguarding Lead as soon as possible and in any case that same day of the initial concern arising. The member of staff raising the concern should follow the standard safeguarding process and complete the report form.

The Designated Safeguarding Lead shall:

- Take such steps, as they consider necessary to ensure the safety of the learner in question and any other person who is considered at risk.
- Immediately notify the Directors who will follow procedures to inform the member of staff that they may be suspended on full pay pending an investigation. The length of

any suspension will be in line with organisational policies and will be as short as possible while ensuring the safety of the learner.

- Report the matter to the Local Authority Safeguarding Board and if necessary, the DBS.
- Any investigation relating to a member of staff will follow organisational procedure.
- Once the outcome is determined the Directors will take action in line with its disciplinary policies if necessary.

LONE WORKING

Sol Institute recognises it has a responsibility for the health, safety and welfare of all workers including contractors and those who are self-employed. The specific risks involved with lone working are assessed in consultation with employees and recorded in an annual risk assessment. Actions to reduce and control the risks will include as a minimum:

- Managers at Sol Institute use a system that clearly identifies where all employees are located on each day, contact details, times of sessions, list of learners in the group.
- Employees are accompanied to any new venues on the first day of delivery by another member of Sol Institute.
- The venue is aware of the employee's visit, number of learners expected and have contact details of managers at Sol Institute.
- The employee and on duty Designated Safeguarding Lead have each other's contact details.
- The employee is aware of the domestic and health and safety arrangements at the venue.
- High risk learners are assessed, and team teaching/coaching is considered.
- Vulnerable employees such as those with disabilities, medical conditions, pregnancy or English as a second language will require further measures put in place.
- The staff induction and handbook include expectations and procedures for lone workers.
- Managers at Sol Institute will periodically monitor lone workers through visits, observations and other contact via phone, text and email.

MANAGING INFORMATION

Information will be gathered, recorded and stored in accordance with the following policies:

- GDPR / Data Protection Policy
- Confidentiality Policy

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the designated senior manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

COMPLAINTS

If staff or learners have a complaint about this safeguarding policy, they should refer to the organisation's complaints policy.

If a member of staff or learner feels the organisation or other external agencies are not handling a safeguarding concern appropriately, they should contact the Local Authority Safeguarding Board.

MONITORING AND REVIEW OF THE POLICY

Sol Institute will review its policies and procedures to ensure that they comply with the relevant legislation. The Safeguarding Policy will be reviewed annually and updated in line with legal or statutory requirements or to remedy any deficiencies or weakness in regard to child and adults at risk protection arrangements that are identified without delay. This policy will be reviewed on an annual basis or following changes to Government updates and statutory guidance in relation to COVID-19 and company risk assessment policies and processes.