Safeguarding &
Child Protection Policy 2024-25

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Signed:

Update date: 15/01/2025

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1. Policy Overview

This policy should be read within the context of the Safeguarding Strategy and alongside the Child and Vulnerable Adult Protection Policy and Procedures.

NextStep Training Limited (NST) recognises that the welfare of children, young people and vulnerable adults is paramount, and we take our responsibility to safeguard and promote the welfare of all our Apprentices and members of staff seriously. The staffs working in the company have a legal duty of care towards the children, young people and vulnerable adults attending. This duty brings with it the responsibility to ensure that all efforts are made to safeguard children, young people and vulnerable adults from suspected and actual harm. Children and staff attending the training centre have a right to feel safe. In partnership with parents and carers, and business partners the training centre has a responsibility to act promptly on any concerns they may have regarding a child's, young person's or vulnerable adult's welfare and well-being.

The Safeguarding of staff, Apprentices and apprentices at NST is deemed to be the responsibility of all staff at NST and Safeguarding along with the associated elements of Child Protection and the Prevent agenda are integral to all activities associated with NST whether on or off site.

Aspects included under the 'umbrella' of Safeguarding and for which NST has a responsibility in supporting all Apprentices, apprentices, and employees include:
- Copies of the policies and procedures should be available to all Apprentices, parents, careers, employees or any other member linked with the services in NST.
- Main policies, which include safeguarding, must be explain to Apprentices and employees making sure they are aware of the procedures related to the child protection, young adults and vulnerable people, according the DfE, OFSTED and others local authority regulator.
- The policy must be supported with monitored actions by the Designated Safeguarding Lead.
- The result of monitoring and supervising will give chance to update or adjust the current policy in collaboration of DSL and senior members team.
- The policy must establish actions and practices to promote safe environment for Apprentices and employees inside the NST structure, and within the outside job-working environments for the Apprentices.
- DSL have a delegate responsibility to make sure that relevant procedures are know by all members, and guarantee they will be capable to identify risk and breach in the practices, and also bring any concern for her/him attention.

NST ensures that adheres to its legal obligation and social responsibilities in relation to safeguarding children, young people and vulnerable adults. This is in accordance with the below legislation:
- The Children's Act 2014
- The Protection of Children Act 1999
- The Counterterrorism and Security Act 2015
- The Sexual Offences Act 2003
- The Education Act 2002

- The Safeguarding Vulnerable Groups Act 2006, and reviews carried out in 2008, and in practice and policy directed by the Government's publication, Every Child Matters – Change for Children.
- The Protection of Freedoms Act 2012
- Keeping Children Safe in Education 2022
- FGM Act 2003

NST will offer training to the Apprentices and employees to guarantee they are aware of the updates in KCSiE 2024, Annex B outlines abuse and safeguarding issues that we all need to be aware of. The categories have been identified in Appendix 1 of NST's Child and Vulnerable Adult Protection Policy and Procedure policy. In addition to these you must be aware of how to identify the signs of the abuse categories outlined in KCSiE and how to respond to and report them. NST has raised awareness of the government Run, Hide, Tell campaign to further promote how to keep yourself safe within and outside training and work environments.

NST makes sure that Apprentices and employees have clear understanding of delicate and important definitions and term linked with the promotion of safeguarding practices, such:

1. **Safeguarding –** is a term that is broader than 'child protection' and relates to the actions taken to promote the welfare of children and young people and protect them from risks and harm. Safeguarding is everyone's responsibility. The updated definition of safeguarding now includes providing help and support to meet the needs of children as soon as problems emerge, emphasising the importance of early intervention. It also involves protecting children from maltreatment both within and outside the home, including online environments, ensuring they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to achieve the best outcomes.
2. **Children and Young People** – Throughout the document, references are made to 'children and young people'. These terms are interchangeable and refer to children who have not yet reached 18 or vulnerable adults.
3. **Staff** – includes any adult who is employed, commissioned or contracted to work with children or young people, including volunteers and guest speakers in either a paid or unpaid capacity.
4. **Designated Safeguarding Lead** – a senior member of staff with overall responsibility for children and young people protection within NST.
5. **Duty of Care** – the duty which rests upon an individual and organisation to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible.
6. **External Agencies** – including Children's Services, Independent Safeguarding Authority, Hackney Safeguarding Board, Police etc.
7. **External Contractors** – includes building or maintenance contractors who are required to work at NST for a given period of time.
8. **Vulnerable Adult** - someone aged 18 or over: who is, or may be, in need of community services due to age, illness or a mental or physical disability, who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

To support staff, Apprentices and apprentices to keep themselves:
- Healthy (including wellbeing, mindfulness, nutrition, activity and exercise)
- Safe (Health & Safety, Critical Incident)

- Online-Safety (Internet, text, websites, safe from cyber bullying, grooming and radicalisation)
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To ensure that staff and Apprentices/apprentices:
- Feel safe whilst undertaking training activities during visits at NST building.
- Know how to identify and report instances of neglect, Physical, emotional, sexual abuse, or any other behaviour linked with bullying, harassment, radicalisation, FGM, etc.

Local Authority Contact Details:

Local Children's Services MASH Hackney
Contact Name (if applicable):
Contact Number: 020 8356 5500
E-mail: MASH@hackney.gov.uk
Out of Hours Contact Number: 0208 356 2710
Website:
https://hackney.gov.uk/child-protection

Local Authority Designated Officer (LADO)
E-mail: lado@hackney.gov.uk
Contact Name (if applicable): Liezel Le Roux
E-mail: liezel.leroux@hackney.gov.uk
Contact Number: 0208 356 4569
Out of Hours Contact Number (if applicable):

Channel Panel (Prevent Duty):
SO15 Local Operations officers (Prevent)
Contact Name (if applicable):
Contact Number: 020 7275 4652
E-mail: SO15Mailbox-.LocalOpsNorthEastTeam3@met.police.uk
Out of Hours Contact Number (if applicable): 911

Hackney Prevent Co-ordinator
Contact Name: Tracey Thomas
Contact Number: 0208 356 8104
E-mail: Tracey.Thomas@Hackney.gov.uk

Prevent Team
E-mail: prevent@hackney.gov.uk

2. Personnel Responsible for Safeguarding

NST Designed Safeguarding Lead (DSL)
Contact Name: Harpreet Dhaliwal
Contact Number: 020 7247 5497
E-mail: Harpreet@NSTtrainingltd.co.uk
Out of Hours Contact Number (if applicable): 07737 066464
Address: Unit A2, Ment House, 1B Mentmore Terrace, London,
E8 3DQ,

Deputy Designed Safeguarding Lead (DDSL)
Contact Name: Anna Kirpichnikova
Contact Number: 020 7247 5497
E-mail: anna@NSTtrainingltd.co.uk

Safeguarding Officer
Contact Name: Zak Vesamia
Contact Number: 07830 071 960
E-mail: ahmed@NSTtrainingltd.co.uk

Safer Recruitment
Contact Name: Harpreet Dhaliwal
Contact Number: 020 7247 5497
E-mail: harpreet@NSTtrainingltd.co.uk

Keeping Children Safe in Education (KCSiE) September 2024 has informed this policy.
All staff must read Annex B as a minimum.

Annex B contains additional information about specific forms of abuse and safeguarding
issues. This has been listed in Appendix One of this policy.

Designated Safeguarding Lead (DSL) –

Please also refer to the Designated Safeguarding Lead Role Analysis. NST has a
Designated Safeguarding Lead, who is a senior member of staff, responsible of
coordinate safeguarding and child protection practices and procedures to early
identification of risk, issues or breach within the company.

During the Designated Safeguarding Lead's absence, another suitably trained
Safeguarding Lead (normally the Deputy Safeguarding Lead or member of the senior
management team) will take the role responsibilities.

A remote DSL, who must be available and easily contactable, can be nominated in
exceptional circumstances and this must be approved by the Managing Director.

The Designated Safeguarding Lead must have in house training and retake every 2
years prior to the expiry date. The company expectation is that the Designated
Safeguarding Lead must also have Local Authority specific DSL training, which must also
be taken every 2 years. The Designated Safeguarding Lead must complete Prevent
Duty, Domestic Abuse Awareness, Child Sexual Exploitation and FGM online training as
listed in the Company Learning and Development Directory and must retake every 2
years. E-safety must be retaken annually in line with "Keeping Children safe in
education" guidance.

This ensures regular opportunities for discussing best practice, sharing learning, updates, legislation and questioning knowledge as a team. The company library of safeguarding Staff meeting training packages must be used to embed the staff team's knowledge and understanding.

The Designated Safeguarding Lead is responsible for liaising with, and reporting to, external professionals and organisations such Children's services, LADO, police officer, Channel, and others and for making referrals as and when required.

The Designated Safeguarding Lead must remain informed and up to date with local practice and policies and inform all staff of relevant changes immediately.

DSL is required to ensure that they are familiar with NST policies and procedures related to Safeguarding including:

- Refer to the Safeguarding Strategy for the safeguarding and associated policies.
- Assessor/Tutors and Manager are responsible for knowing their Apprentices and apprentices and to identify if they are at risk with particular reference to the NST Safeguarding Policy.

Training will support the following responsibilities:

- Apprentices and apprentices at risk of not completing their course are deemed to be 'at risk' – Tutors, must identify the reason as physical, emotional, financial, or other that could refer a reason for the dropping out of their course or not succeeding.
- Assessor/Tutors should ensure that all staff teaching or in contact with 'at risk' Apprentices e.g. Specialist Skills Tutors or Recruitment are informed of the needs of the apprentice or apprentice and appropriate strategies for managing those Apprentices to maximise their opportunity for success.
- Where staff are not clear of strategies for managing 'at risk" Apprentices or apprentices it is their responsibility to seek support and to undertake appropriate training to address their skills need through the continuous development programme or by reporting the training need to their line manager.

All Staff Responsibilities

All staff, regardless of role, have a duty of care, which ensure the well-being and safety of children, young adult and vulnerable adults in the company, and must be aware of their safeguarding responsibilities.

All staff understand the procedures of the Safeguarding Policy and Child Protection, for be able to report any concern to the DSL accurately.

All staff have a responsibility to remain up to date with safeguarding information, legislation and procedures, and must attend staff meeting training as determined by the Manager or Designated Safeguarding Lead.

All staff working with children and young adults must have sufficient understanding and use of English to ensure the well-being of children, young adults and vulnerable adults in their care. For example:

- Keep records in English
- Liaise with other agencies in English
- Summon emergency help
- Understand instructions

Training Responsibilities

All staff must complete the online L2 Safeguarding Children module and re-take every 2 years. New employees must take the module within 2 weeks of commencing employment as part of their induction programme. They must also be issued with the company safeguarding card. Induction training must include:

- Safeguarding and Child Protection procedures
- Prevent Duty
- Female Genital Mutilation
- Whistleblowing
- E-safety
- Health and Safety Essentials

As outlined in KCSIE 2024, all staff members will be updated on the latest guidance, with a particular emphasis on the enhanced focus on early help and the specific considerations surrounding child-on-child abuse.

It is vital that all individuals working within NST understand their safeguarding responsibilities. The DSL must ensure that staff members who work directly with children/young adults (16-18years olds) read, as a minimum, Part One of Keeping Children Safe in Education (KCSIE) 2024. This forms an essential part of safeguarding training and reinforces the importance of their role in promoting the welfare of children.

Staff must have effective quarterly be reviewed, and get the appraisal twice a year which provide opportunities to:
- Discuss any issues – particularly concerning children's and young people development or well-being
- Identify solutions to address issues as they arise, including their own well-being
- Receive coaching to improve personal effectiveness

Other training will include:
- DSL and SO training refreshed every two years, all to attend annual updates
- Managers and HR responsible for interviewing to attend Safer Recruitment training very three years
- Annual Governor update and awareness training.

All staff are responsible for ensuring the safety and well-being of all apprentices. However, Assessor/Tutors have specific responsibilities for safeguarding the apprentices within their cohort. In line with their role, they must ensure the following:

Understanding and Supporting Apprentices:
Assessor/Tutors are expected to develop a thorough understanding of their apprentices by:

- Following safeguarding practices to learn about the background of each apprentice, including family dynamics, social and financial circumstances, job roles, and other environments or social groups they may be involved in. Tutors and teachers must be vigilant in identifying risks or hazards arising from external factors.
- Reviewing application procedures, recruitment, and enrolment documentation.
- Understanding and utilising initial assessment information.
- Recognising individual behavioural and character traits.
- Identifying signs or symptoms of potential risks or hazards in an apprentice's development, such as changes in behaviour, poor attendance, mood swings, extended periods of sickness, lack of commitment, or disengagement with tasks and assessments.

Assessor/Tutors must also provide coaching and support to apprentices, offering help and motivation throughout the learning process. When issues exceed their expertise or capacity, they must escalate concerns to the Designated Safeguarding Lead (DSL) and participate in meetings to discuss the apprentice's progress and development.

Actions and Documentation:
To address and respond to safeguarding concerns effectively, Assessor/Tutors must ensure the following:

- Completion of Individual Learning Plans (ILPs) and review of the apprentice's past history, where appropriate.
- Sharing relevant information among colleagues to develop a complete understanding of the apprentice's situation.
- Conducting meetings with apprentices to investigate changes in behaviour, absences, or instances of going missing from training or work.
- Completing individual risk assessments when necessary.
- Recommending changes to the course or program if deemed appropriate.
- Incorporating Additional Learning Support (ALS) and Education, Health, and Care Plan (EHCP) information as needed.

Ensuring Comprehensive Support:
Assessor/Tutors must also ensure that apprentices are fully supported by:

- Informing all relevant staff of an apprentice's specific support needs.
- Monitoring the effectiveness of support mechanisms to ensure they are overcoming barriers to learning and development.

Apprentice and Learner Induction

All apprentices and learners must have safeguarding integrated into their induction program and be informed about:

- NST Safeguarding Policies: A clear understanding of the policies related to safeguarding.
- Personal and Collective Responsibility: Their role in ensuring their own safety and the safety of others.
- Reporting Procedures: How to report any concerns related to safeguarding, child protection, radicalisation, or contact with extremist groups.

As part of their induction, apprentices will also complete the Side by Side online training provided by the Education and Training Foundation, ensuring they are well-equipped with essential knowledge on safeguarding and preventing radicalisation.

This ensures every apprentice and learner is prepared to uphold a safe and secure environment.

4. Information Sharing, Data Protection and GDPR in Respect of Children, Young People and Vulnerable Adults and Staff

NST is a provider that delivers training through online platforms and websites to students across various standards. NST takes all necessary steps to ensure that the use, handling, recording, and retention of data comply with the **GDPR Act 2018**.

Both apprentices and employees of NST have access to a dedicated **Data Protection Policy**, which outlines the following key areas:
1. Key principles of data protection.
2. Definitions and handling of personal data.
3. Procedures for data collection, use, retention, protection, sharing, transfers, and storage.
4. Measures for preventing, identifying, reporting, and recording breaches, along with security protocols.
5. Guidelines for sharing personal data with third parties.
6. Procedures for responding to law enforcement requests and disclosures.
7. Roles and responsibilities of the Data Protection Officer (DPO).
8. Data protection rights under GDPR and related legislation.
9. Policies governing the use of emails and software in compliance with GDPR.

The DSL and Data Protection Officer (DPO) work collaboratively to train and support apprentices and employees, ensuring they have a clear understanding of the procedures outlined above. They also provide guidance on addressing any issues, risks, or breaches related to these procedures.

NST ensures that its partnership with the local authority is maintained in accordance with established procedures for sharing information with third parties.

NST will record and retain information about apprentices, employees, volunteers, and any other individuals associated with its services, adhering to the timelines and terms specified in the Data Protection Policy.

5. Curriculum Responsibilities

All places of employment must complete a health and safety checklist and risk assessment in collaboration with the onboarding advisor (at NST) to ensure the safety

of apprentices and NST staff. It is essential that both apprentices and employers are familiar with safeguarding and health and safety requirements within the workplace.

Employers are provided with comprehensive guidance on Safeguarding, Child Protection, Prevent, British Values, and Equality, Diversity, and Inclusion. This ensures that NST upholds its commitment to safeguarding apprentices during training-related activities. The guidance explains the principles of Safeguarding and Equality, Diversity, and Inclusion, the safeguarding measures that should be implemented, and provides clear contact information for NST regarding safeguarding, child protection, or concerns about radicalisation.

6. Safe Recruitment, Induction, Training and Reviewing

NST Recruitment, Induction, Training, and Monitoring Procedures
NST has clear procedures that must be followed by managers during the recruitment, induction, training, and monitoring processes. These procedures are outlined in the **Safer Recruitment Policy** and comply with the statutory safeguarding guidance outlined in *Keeping Children Safe in Education (KCSIE) 2024*.

Recruitment of Suitable People
The company and managers must ensure that all procedures for the safe recruitment and retention of staff are in place and followed in line with legislation and company policies, including:
- Safer Recruitment Policy
- Associated Persons Policy and Risk Assessment
- Recruiting Ex-Offenders Policy

All staff involved in interviewing and recruiting must complete the **online Safer Recruitment training module**, with mandatory refreshers every two years. New employees with recruitment responsibilities must complete this module as part of their induction.

In line with updates in KCSiE 2024, NST ensures that recruitment practices include:
- A robust **recruitment and selection process**, including clear job adverts, comprehensive application forms, and thorough shortlisting practices.
- **Pre-appointment and vetting checks**, including verification of employment history, references, DBS checks, disqualification checks, and right-to-work documentation.
- Recording and reviewing information from previous roles to identify gaps or concerns in employment history.
- **Interviews** to assess skills, suitability, and safeguarding awareness for the role.
- Additional checks where required, including overseas checks, online searches, and security clearances.

Contractors, Guest Lecturers/Speakers, and Volunteers
NST assesses and mitigates risks for contractors, visiting lecturers, guest speakers, and volunteers to ensure safeguarding standards are upheld:
- **Contractors**: All contractors must either have a valid DBS check or be supervised, depending on the nature of their work.

- **Visiting Lecturers and Guest Speakers**: Referred to as visiting lecturers, they will be supervised by their NST host and covered by the **External Visitor Procedure**. Regular guest speakers will be DBS checked where appropriate and must follow NST's safeguarding policies.
- **Volunteers**: Volunteers must never be left unaccompanied with apprentices. Volunteers working regularly for NST are treated as employees for safeguarding purposes, requiring DBS checks and references.

Induction for New Employees

All new staff undergo a structured induction programme managed centrally by the Human Resources Department. During induction, staff are required to complete the following mandatory training:

- Safeguarding Training
- Child Protection Training
- Prevent Training
- Equality, Diversity, and Inclusion Training

Line managers are responsible for ensuring that new staff complete this training before the conclusion of their probationary period.

The induction programme also includes:

- A tour of NST facilities.
- Introduction to the company's structure, including the roles and responsibilities of the Senior Leadership Team (SLT), HR (support, IT, and administration), and tutors/teachers.

Training for New Employees

During induction, employees will review their job description with their manager or a senior staff member to fully understand their responsibilities. They will also:

- Complete mandatory online training covering policies such as Safeguarding, Health and Safety, Whistleblowing, and Online Data Protection.
- Discuss and set a Continuing Professional Development (CPD) plan, with scheduled training dates relevant to their role and future skills development.

Reviewing and Supporting Employees

After the induction, managers or senior staff members will monitor and review the new employee's progress during the probationary period. Key milestones include:

- Reviews at the 1st, 3rd, and 6th months to assess task completion and goal achievement.
- If necessary, probation may be extended by an additional three months for employees who require further development.

Upon successful completion of probation, employees will receive a confirmation letter securing their position at NST. Regular supervision and appraisals will then be conducted, as agreed with the manager, to:

- Monitor and review employee performance and practices.
- Address safeguarding concerns.
- Identify further training needs.
- Support employee welfare and well-being.

NST is committed to maintaining a transparent and supportive environment that ensures the safety and development of both apprentices and employees while adhering to the highest safeguarding standards.

7. If You have Safeguarding concern what should you do?

Any safeguarding concerns or disclosures from an apprentice should be reported to the DSL as soon as possible. If you believe an apprentice is at immediate risk or are unsure, you can contact the DSL directly at **020 7247 5497**. After making initial contact, follow up by completing the **safeguarding report procedure form**.

If you are unable to submit the form (found in Appendix 3) in person, please email it to **harpreet@nextsteptrainingltd.co.uk** as a priority. Ensure that the report is completed in its physical format for accurate record-keeping.

The **Child and Vulnerable Adult Protection Policy and Procedures** are available under the company documents section and on the company website.

8. Dealing with Allegations of misconduct against the Staff under Safeguarding and Child Protection

All allegations must be reported to the Designated Safeguarding Lead, **Harpreet Dhaliwal**, or the Managing Director as soon as a staff member becomes aware of the allegation. Following this, the safeguarding report procedure form must be completed and submitted. If you are unable to provide the form in person, please email it directly to **harpreet@nextsteptrainingltd.co.uk**.

Next Step Training has a legal duty to report any concerns to the **Designated Officer of the Local Authority (LADO)** within one working day. A staff member may be suspended if it is determined that they, or others, are at risk, or if there is a valid reason to believe their continued attendance is not permissible.

9. Allegations of abuse against of members of staff

Professional Conduct and Allegation Procedures
All staff are required to conduct themselves in an appropriate and professional manner at all times. Under no circumstances should staff place themselves in vulnerable or compromising situations.

In the event of an allegation against a member of staff, the **Disclosure Handling Procedures** must be followed. If the allegation is made against the Designated Safeguarding Lead (DSL), the matter must be reported to a Managing Director. Allegations against staff are addressed in accordance with the **Disciplinary Policy and Procedures**.

Apprentices are subject to a **Code of Conduct** provided during their induction, which is explained by tutors, assessors, and teachers.

Early Help and Proactive Safeguarding
In line with KCSIE 2024, safeguarding includes proactive identification of concerns and providing support to meet the needs of individuals as soon as problems emerge. Staff should be vigilant in recognizing signs of potential safeguarding concerns and report these immediately to the DSL to enable timely intervention.

Low-Level Concerns

The DSL is responsible for reviewing allegations to determine whether they meet the criteria for a low-level concern or should be referred to the Local Authority Designated Officer (LADO). Low-level concerns are those that do not meet the threshold for referral but still warrant documentation, monitoring, and, where necessary, further action to prevent escalation. All low-level concerns must be recorded and reviewed periodically to ensure appropriate responses are in place.

Definitions of Allegation Outcomes:

- **Substantiated**: Sufficient evidence exists to prove the allegation.
- **Malicious**: Sufficient evidence exists to disprove the allegation, accompanied by a deliberate act of deception.
- **False**: Sufficient evidence exists to disprove the allegation.
- **Unsubstantiated**: Insufficient evidence exists to prove or disprove the allegation. This does not imply guilt or innocence.

Data Protection and Information Sharing

In accordance with KCSIE 2024, safeguarding procedures must comply with data protection requirements. All sensitive information related to allegations, investigations, and safeguarding concerns must be handled securely, following the Department for Education's Data Protection guidance. Staff must ensure that information is shared on a need-to-know basis, prioritizing the welfare and safety of individuals.

Initial Steps

The DSL must immediately discuss any allegations with the Managing Director. The purpose of this discussion is to assess the nature, content, and context of the allegation and determine the appropriate course of action. Additional information may be required, such as:

- The individual's previous history.
- Whether the child or their family has made similar allegations.
- The individual's current contact with children.

In cases where the individual is deemed to pose an imminent risk to children, or there is evidence of a possible criminal offense, the police will be contacted immediately. If no such evidence exists, the DSL and Managing Director will determine whether police involvement is necessary.

Suspension of Staff

If an allegation is made against a staff member, they will be immediately suspended from their duties, pending investigation. Suspension is a neutral act and does not imply guilt.

Investigations will be conducted by the HR department and adhere strictly to the company's **Disciplinary Procedures** and the **Colleague Handbook**. Abuse of apprentices, learners, or staff is considered **Gross Misconduct** and, if substantiated, will result in dismissal.

Oversight of Alternative Provision
In cases where apprentices are placed in alternative provision, the organisation retains responsibility for ensuring that these settings adhere to safeguarding standards. Regular checks and communication must be maintained to ensure compliance and the safety of all learners.

Further Guidance

For additional support and advice, the local **LADO** should be contacted regarding allegations against staff.

10. Allegations of abuse made against other apprentices (Child-on-child abuse)

We recognise that apprentices are capable of abusing their peers. Such behaviour will never be tolerated or dismissed as "banter" or "part of growing up." All reports of abuse will be taken seriously and handled in accordance with this policy.

While most instances of inappropriate behaviour among apprentices will be addressed under the **Apprentice Code of Conduct**, this **Safeguarding Policy** will take precedence in cases that raise safeguarding concerns. These include, but are not limited to, situations where the alleged behaviour:

- Is serious and potentially constitutes a criminal offense

- Puts other apprentices at risk of harm

- Is violent

- Involves coercing apprentices to use drugs or alcohol

- Involves sexual exploitation or abuse, including:

    o Indecent exposure

    o Sexual assault

    o Sharing or distributing sexually inappropriate pictures or videos, including sexting or nudes

Responding to Allegations of Child-on-Child Abuse

We are committed to a whole-centre approach to safeguarding, ensuring the prevention, early identification, and appropriate management of child-on-child abuse within our Centre and beyond. In cases where child-on-child abuse is identified, we will follow our child protection procedures, taking a contextual approach to support all apprentices and young people affected by the situation.

Definition of Child-on-Child Abuse Child-on-child abuse is defined as any form of physical, sexual, emotional, or financial abuse, including coercive control, exercised between children and within children's relationships (both intimate and non-intimate). Examples include:

- Bullying (including cyberbullying, prejudice-based, and discriminatory bullying)

- Abuse in intimate and personal relationships between peers

- Physical abuse, such as hitting, kicking, shaking, biting, or hair pulling

- Sexual violence and sexual harassment

- Consensual and non-consensual sharing of nudes and semi-nude images or videos

- Coercing someone to engage in sexual activity without consent (e.g., forcing someone to strip, touch themselves, or engage with a third party)

- Upskirting

- Initiation or hazing-type violence and rituals

Staff Responsibilities All staff, particularly tutors and teachers, must remain alert to the well-being of apprentices and to potential signs of abuse. Staff should be aware that:

- Apprentices may disclose abuse in various ways, and their behaviour may differ depending on their experiences.

- Indicators of child-on-child abuse may overlap with signs of other types of abuse.

Signs that an apprentice may be experiencing child-on-child abuse include:

- Failing to attend work, disengaging from learning, or underperforming

- Physical injuries

- Struggles with mental health or emotional well-being (e.g., anxiety, panic attacks, depression)

- Withdrawn or shy behaviour; physical symptoms like headaches or stomach aches

- Changes in appearance, sleep patterns, or behaviour, including substance misuse

- Abusive behaviour towards others

Immediate Actions and Referrals If an apprentice is in immediate danger or at risk of significant harm, a referral to children's social care (if under 18) or the police must be made without delay. Any staff member can make a referral but must inform the DSL as soon as possible.

Staff must:

- Listen to disclosures using open, non-judgmental language.

- Record concerns or allegations and report them to the DSL immediately.

The DSL will:

- Discuss the allegations with the reporting staff member and take immediate steps to ensure safety.

- Use their professional judgment to determine if the behaviour should be addressed internally or with external specialist support.

- In borderline cases, consult children's social care, the Local Authority Designated Officer (LADO), or other relevant agencies to determine the best course of action.

Prevention Measures To minimize the risk of child-on-child abuse, we will:

- Challenge derogatory, sexualized, or abusive language and behaviours.

- Remain vigilant to gender-specific issues, such as aggressive or sexualized touching toward female apprentices and hazing rituals affecting male apprentices.

- Educate apprentices through the curriculum about appropriate behaviour, consent, and respectful relationships.

- Ensure staff are trained to recognise that harmful behaviour by apprentices may indicate that they are victims of abuse themselves.

Support and Monitoring As part of our safeguarding ethos, we:

- Take a contextual approach to understanding and responding to risks faced by apprentices.

- Promote a culture where concerns can be openly reported without fear of judgment.

- Record all allegations and incidents accurately and securely, reviewing them regularly to identify patterns or systemic issues.

- Develop risk assessments and support plans for all involved, providing named contacts for emotional support.

- Engage with external agencies, such as CAMHS, LADO, and police, to ensure appropriate interventions.

Addressing Online Risks In alignment with KCSIE 2024, we recognise the increasing prevalence of online abuse. Specific steps include:

- Monitoring and addressing online risks such as grooming, cyberbullying, and the sharing of explicit images.

- Providing education on online safety and digital resilience.

- Ensuring that staff understand how to handle concerns related to online abuse and its impact on apprentices.

Parental Involvement For apprentices under 18, parents or guardians will be informed of allegations and safeguarding concerns unless doing so places the apprentice at further risk. The DSL will coordinate communication with families and involve them in developing support plans where appropriate.

11. Whistleblowing

Whistleblowing Policy

A whistleblower is a worker who is concerned about wrongdoing and reports this. This will usually be something they have seen at work - though not always. The wrongdoing disclosed must be in the public interest, meaning it must affect others, such as the general public. Whistleblowers are protected by law.

The following are examples of when it may be appropriate to whistle blow:

- A criminal offence, e.g., fraud
- Someone's health and safety is in danger
- Risk or actual damage to the environment
- A miscarriage of justice
- The company is breaking the law, e.g., doesn't have the right insurance
- You believe someone is covering up wrongdoing

Important Note: Personal grievances are not counted as whistleblowing and should be addressed through the grievance procedure.

Reporting Concerns

Staff who suspect malpractice within their workplace or a workplace they visit must report their concerns to either the Designated Safeguarding Lead (DSL) or the Managing Director. This is called "whistleblowing."

If the concern relates to safeguarding (e.g., harm to a child or vulnerable adult), it must be addressed with urgency following the safeguarding procedures outlined in Section 8 of the Safeguarding Policy. The whistleblower must ensure their disclosure is reported to the appropriate safeguarding officer.

Legal Protections for Whistleblowers

The Public Interest Disclosure Act (PIDA), which came into force in 1999, provides statutory protection to staff who make a legitimate disclosure in the public interest. Protected disclosures may relate to:

- Crime
- Failure to comply with legal obligations
- Miscarriages of justice
- Health and safety threats
- Damage to the environment

Consequences of Not Reporting

Failure to report malpractice is considered misconduct and may lead to disciplinary action. Any malicious or knowingly false reports made by staff will also result in disciplinary action.

Investigation of Reports

It is the responsibility of NST to ensure that all reports of malpractice are thoroughly investigated and findings are recorded. Any concerns involving apprentices or their

workplaces should be raised with NST first (e.g., the assessor and/or DSL) and not directly with the workplace manager.

If the whistleblower feels victimized, or believes their concerns have not been taken seriously, they are encouraged to escalate the matter to the Managing Director. NST will also refer whistleblowing cases to the local safeguarding board where appropriate.

Safeguarding Connection
Where whistleblowing relates to safeguarding, it is critical that concerns are acted upon without delay to protect children or vulnerable adults from harm. NST is committed to ensuring that whistleblowing procedures are well understood and easily accessible to all staff.

Confidentiality and Support
Staff should be able to report their concerns without fear of repercussions. All disclosures will be treated with the utmost confidence, and the whistleblower will be protected by law.

External Guidance and Support
For additional advice or guidance on whistleblowing, staff may contact the NSPCC Whistleblowing Advice Line:

- Call: 0800 028 0285
- Email: help@nspcc.org.uk

Policy Awareness and Training
Each member of staff must be familiar with and understand the whistleblowing procedures. These procedures are part of NST's safeguarding training and are regularly reviewed to ensure compliance with KCSIE 2024.

If a staff member feels their report is not handled correctly, they may also use the complaints or grievance policy to address their concerns.

12. Prevent Duty, Radicalisation and extremist

Prevent Duty Policy

At NST, we follow the **Prevent Duty** as part of the Government's counter-terrorism strategy. We are committed to supporting individuals, including young people, who are at risk of radicalisation or being drawn into terrorism. Support may be provided via the **Channel Programme**, a multi-agency partnership that evaluates referrals of individuals at risk and works alongside safeguarding partnerships and crime reduction panels.

Prevent is part of the broader **CONTEST** strategy, which is based on four key principles:

1. **PURSUE** – Stop terrorist attacks.

2. **PREVENT** – Stop people from becoming terrorists or supporting terrorism.

3. **PREPARE** – Where an attack cannot be stopped, mitigate its impact.

4. **PROTECT** – Strengthen overall protection against terrorist attacks.

Safeguarding Individuals from Radicalisation

NST operates in line with the **Prevent Duty** to safeguard individuals at risk of radicalisation . Where deemed appropriate, learners may be referred to the **Channel Programme**, which works with individuals to address specific vulnerabilities, prevent further radicalisation , and help them avoid entering the criminal justice system.

Key Principles:

- Radicalisation can affect individuals from any section of society, regardless of racial, ethnic, or social background.

- In many cases, radicalisation involves **grooming**, often through online platforms or other means.

Reporting Concerns

If a concern about radicalisation or extremism arises, the following actions must be taken:

1. **Report the concern to the DSL** or the **Managing Director (MD)**.

2. **Call 101** to report the concern to the police.

3. The police will notify the **Prevent Team** and work with **Channel**.

4. For serious or imminent risks, escalate the concern immediately to the police.

NST will also liaise with the **Multi-Agency Safeguarding Hub (MASH)**, **Local Authority**, and **Prevent Coordinator** to ensure the individual receives appropriate support.

Embedding Prevent Awareness

- **Training**: All staff and apprentices receive **Prevent awareness training** to help them recognise signs of radicalisation and understand their responsibilities.

- **Curriculum**: Prevent principles are embedded into NST's curriculum, encouraging learners to develop resilience to extremist influences.

Online Safety

NST actively promotes online safety, educating staff and learners about the risks of extremist content and how to recognise and avoid online grooming or harmful materials.

Whistleblowing and Support

- Concerns about radicalisation can be reported anonymously through NST's **whistleblowing policy**.

- Families or caregivers of individuals at risk may be engaged and supported, where appropriate, to create a wider safeguarding network.

External Support

For advice and guidance, staff can contact the NSPCC Whistleblowing Advice Line:

- **Call:** 0800 028 0285

- **Email:** help@nspcc.org.uk

13. Safeguarding across different locations

NST Training and Safeguarding Approach

NST delivers training locally and at apprentices' places of work, ensuring safeguarding is central to all operations. Our office is located in Hackney Borough, London, with easy access to public transportation and local amenities. Some apprentices attend training venues, while others receive training at their workplaces, necessitating robust safeguarding measures across different locations.

Local Risks and Priorities

NST is committed to addressing safeguarding risks identified in the Hackney Borough and other areas covered by the City of London and Metropolitan Police, including:

- Violence against women and girls

- Sexual violence and exploitation

- Online grooming

- Knife crime

- Gang-related crime

- Hate crime

- Human trafficking and modern slavery

- Extremism (Islamic and far-right)

- Domestic abuse

- Antisocial behaviour

- Drug misuse and related crime

We use information from local police commissioners, safeguarding boards, and crime statistics to assess risks and integrate them into staff training, safeguarding policies, and apprentice support. Staff are trained to recognise these risks and respond appropriately.

Safeguarding Measures for Workplace Visits

When visiting apprentices' workplaces, staff must:

1. **Mobile Phones and Cameras**:

- Keep personal phones in bags or vehicles and limit their use to non-contact time.

- Never use personal devices to take photos or videos of apprentices.

- Adhere to **GDPR and the Data Protection Act 2018** when taking and storing any media, with written consent from apprentices.

2. **Risk Assessment**:

- Conduct site-specific risk assessments to identify potential safeguarding concerns.
- Follow NST's **lone working policies** during workplace visits.

3. **Reporting Concerns**:

- Immediately report any safeguarding concerns to the **DSL** or **Deputy DSL**, following NST's safeguarding policy.

Safeguarding Training and Policy Awareness

NST ensures that all staff:

- Receive training on local risks (e.g., knife crime, grooming, extremism) and safeguarding practices.

- Understand how to respond to safeguarding concerns in apprentices' workplaces or training venues.

- Have access to safeguarding policies, procedures, and whistleblowing channels to report concerns confidently.

Commitment to Safeguarding

NST remains dedicated to ensuring a safe environment for all apprentices, staff, and employers. Safeguarding is a shared responsibility, and all stakeholders are encouraged to collaborate in addressing risks and promoting a culture of safety and well-being.

14. Internet Use

At NST, we embrace the use of new technologies and social media to enhance skills, promote achievement, and support the development of our apprentices. Our approach is underpinned by clear policies, including our **Safeguarding**, **Anti-bullying and Harassment**, **Code of Conduct**, and **IT/Social Media** policies. While we encourage the responsible and innovative use of technology, we also recognise the potential risks it may pose, such as exposure to inappropriate material, online grooming, cyberbullying, and security breaches. To address these risks, we provide staff and learners with training, guidance, and secure systems.

All staff are required to follow NST's **Internet, Email, and Social Media Policy**, which outlines safe usage practices and the consequences of misuse. Staff play a key role in guiding apprentices to appropriate online resources, ensuring they can effectively and safely use technology as part of their learning. Any concerns about inappropriate material, including extremist content, must be reported immediately to the **DSL** to ensure swift action is taken.

To maintain compliance and uphold safeguarding standards, all access to websites, emails, and other NST systems is monitored by our IT department and external agencies. This ensures the integrity of our systems and prevents misuse. Any offensive or inappropriate material, including extremist content, will be removed immediately, and

disciplinary action will be taken if necessary. In addition, all our systems are secured with antivirus and security software to protect against data breaches and other cyber risks.

We encourage our apprentices to use technology and social media platforms such as LinkedIn, Instagram, and Pinterest to support their learning journey. These tools provide opportunities to research good practices, legislation, and policies relevant to their qualifications. Assessors and tutors guide apprentices to pre-approved and safe websites to help them find reliable information. Apprentices are also educated on online safety during regular reviews and through qualification content, where topics such as cyber security, virus protection, and recognizing secure websites are covered.

NST operates a zero-tolerance policy for offensive or abusive comments or materials shared by apprentices. Any such behaviour will be investigated, and offending content will be removed. Depending on the severity of the incident, this could result in disciplinary action, including the potential removal of the apprentice from their course. Apprentices are encouraged to report any offensive or inappropriate material they encounter, whether online or through NST's systems, to their assessor or the DSL immediately for further investigation.

As part of our commitment to safeguarding and in alignment with the **Prevent Duty**, we actively monitor, and address risks related to exposure to extremist content or radicalisation . Both staff and learners are trained to recognise and report such risks, ensuring that concerns are escalated appropriately. Any issues related to these risks are handled with urgency, and external support may be sought from safeguarding partnerships and the Prevent team where necessary.

NST also ensures compliance with the **GDPR and the Data Protection Act 2018**. All photos, recordings, and other data are securely stored and used only with the explicit consent of apprentices. This ensures that personal data is handled responsibly and in accordance with legal requirements.

Through these measures, NST fosters a culture of safe and responsible use of technology, empowering both staff and learners to embrace innovation while safeguarding themselves and others from potential risks. By embedding these principles into our training and operational practices, we create an environment where technology is a tool for growth and learning, without compromising safety or security.

15. Lone Working

At NST, we recognise that some staff may be required to work alone in the office or in the field. In such instances, it is essential to prioritize personal safety. Office staff working alone should ensure that all doors and windows are securely locked while being mindful of emergency escape routes in case of fire or other emergencies. Staff should also keep emergency contact numbers and a telephone readily available. For those walking alone to or from their vehicle, the vehicle should be parked in a well-lit area as close as possible to the office.

To minimise the risks associated with lone working, NST is committed to reducing the occurrence of lone working wherever possible. We provide panic alarms for staff who desire additional security. Mobile and field staff are required to maintain regular contact with the head office or local office and must remain contactable during working hours. Shared electronic diaries must be kept up to date, with clear information about staff locations. If a staff member anticipates being uncontactable, such as when working in

an area with no mobile signal, they should inform their line manager in advance, providing the expected duration and arranging alternative communication methods if needed.

Employees visiting workplaces must also ensure they inform on-site staff of their whereabouts at all times, especially when meeting new employers, apprentices, or customers. For visits taking place at night or in areas deemed potentially dangerous, staff are required to inform their line manager of their travel plans, notify them upon arrival, and confirm their safe return to the head office or home if they are a remote worker.

When using public transport, staff should remain vigilant and aware of their surroundings. Journeys should be planned in advance, with an emphasis on sticking to well-lit and populated areas. Staff waiting for buses or trains should remain in lit areas and, where possible, with others. It is important to have fares or travel cards prepared in advance to avoid drawing attention. Personal belongings should be kept hidden and secure, and mobile phones should be used discreetly and with a firm grip. For those walking, it is recommended to plan routes in advance and stick to lit areas. When using a vehicle, parking in well-lit areas and remaining aware of surroundings when entering or exiting the car is essential.

These measures are part of NST's broader commitment to staff safety and safeguarding. Lone workers and mobile staff are provided with guidance and resources to ensure their safety while performing their roles. All staff are encouraged to take proactive steps to protect themselves and report any concerns to their line manager immediately. By implementing these precautions, NST ensures that staff can carry out their duties with confidence while minimizing personal risks.

16. Additional Safeguarding Measures of NST

Apprentices with criminal convictions are subject to a thorough risk assessment prior to starting their course. This process involves evaluating the nature of their conviction, assessing any potential risks to other learners and staff, and identifying measures to mitigate these risks. Where necessary, consultations may take place with external safeguarding partners, such as probation services, to ensure that the safety and well-being of all apprentices and staff are prioritized. Risk assessments are reviewed periodically to ensure they remain up to date and relevant.

External speakers invited to NST are also subject to a risk assessment by the inviting staff member before their visit. This assessment ensures that the speaker's background, content, and purpose align with NST's safeguarding policies and **Prevent Duty** requirements. A log of all external visitors is maintained, recording details such as their name, purpose of visit, and safeguarding checks conducted. This log ensures that NST staff are fully aware of who is on-site at all times.

To further support safeguarding, NST ensures that all staff are trained to identify and report any concerns regarding apprentices with criminal convictions or external speakers. By implementing these measures, NST demonstrates its commitment to maintaining a safe and secure environment for all learners, staff, and visitors.

Keeping Children Safe in Education (KCSIE) 2024: Annex B
As outlined in **Part 1 of KCSIE 2024**, where staff have a concern about a child, young person, apprentice, or vulnerable adult's welfare, they must act immediately. Staff should follow the **Child and Vulnerable Adult Protection Policy and Procedures** and report their concern to the **DSL** or Deputy DSL.

Specific Safeguarding Concerns
KCSIE Annex B outlines key safeguarding issues that staff should be aware of. These include:
- Children and the Court System
- Children Missing from Education
- Children with Family Members in Prison
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (County Lines)
- Domestic Abuse
- Homelessness
- So-called 'Honour-Based' Violence
- Preventing Radicalisation
- Child-on-Child Abuse (formerly peer-on-peer abuse)
- Sexual Violence and Sexual Harassment between Children

For further details, staff should refer directly to Annex B of **KCSIE 2024**, which provides links to additional guidance and resources.

Additional Advice and Support
The following safeguarding concerns are addressed in **Annex B** with links to further advice:
- Abuse: Child Abuse, Faith Abuse, Relationship Abuse, Domestic Abuse
- Bullying and Cyberbullying
- Children Missing from Care, Home, or Education
- Children with Family Members in Prison
- Child Exploitation: County Lines, CSE, and Trafficking
- Drugs and Substance Misuse
- Health and Wellbeing: Fabricated or Induced Illness and Mental Health
- Homelessness
- Online Safety: Sexting, Grooming, and Online Abuse
- Private Fostering
- Radicalisation: Prevent Duty and Extremism
- Honour-Based Violence: FGM and Forced Marriage
- Violence: Gangs, Youth Violence, and Gender-Based Violence

Key Safeguarding Concerns

Physical Abuse
Physical abuse is defined as the use of force that may result in injury, such as hitting, shaking, or poisoning.
Impact: Can lead to injuries, brain damage, emotional problems, and educational difficulties.

Sexual Abuse

Sexual abuse involves physical or non-physical activities, including grooming, inappropriate touching, or producing/viewing sexual images.

Impact: Can cause self-harm, depression, inappropriate sexual behavior, and long-term difficulties with trust and relationships.

Emotional Abuse

Emotional abuse includes persistent mistreatment that impacts a child's emotional development, such as bullying or instilling fear.

Impact: Associated with low self-esteem, developmental delays, and mental health issues.

Neglect

Neglect involves failing to meet a child's basic needs, which can severely affect their health and development.

Impact: Linked to poor growth, social difficulties, and educational setbacks.

Additional Key Issues
Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both forms of exploitation involve manipulating children for personal or criminal gain:

- **CSE**: Exploitation through sexual activities in exchange for gifts, money, or affection.
- **CCE**: Involves coercing children into criminal activities such as County Lines drug operations.
  Action: Staff must report any concerns to the DSL immediately.

Female Genital Mutilation (FGM)

FGM is illegal and a severe form of abuse. Staff have a **mandatory duty** to report any known or suspected cases to the police and the DSL.

- Indicators may include a young girl discussing a "special procedure" or extended trips abroad.
-

All staff must complete FGM online training as below:
https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm

Forced Marriage

A forced marriage occurs when one or both individuals are married without their consent or are coerced into the marriage against their will. This differs from an **arranged marriage**, where both parties voluntarily agree to the involvement of their parents or a third party (such as a matchmaker) in choosing a spouse.

Radicalisation and Extremism

Under the **Prevent Duty**, staff must remain vigilant for signs of radicalisation, such as changes in behaviour, clothing, or speech.

- Concerns should be reported to the DSL, who may involve the **Channel Process** for additional support.

Mental Health

KCSIE 2024 emphasizes the link between safeguarding and mental health.

- Staff must recognise warning signs, such as self-harm, withdrawal, or academic decline, and report concerns to the DSL.

-

Common warning signs of mental health issues include:
- sudden mood and behaviour changes
- self-harming
- unexplained physical changes, such as weight loss or gain
- sudden poor academic behaviour or performance
- sleeping problems
- changes in social habits, such as withdrawal or avoidance of friends and family.

These signs suggest that a child may be struggling, but there could be a number of different explanations for them. However, diagnosis of mental health problems should only be made by trained professionals.

County Lines and Cuckooing
County Lines refers to criminal networks exploiting children to transport drugs across regions.
- **Cuckooing**: Taking over the home of a vulnerable person to use as a drug base.
- Indicators include increased visitors, antisocial behaviour, or changes in the individual's demeanour.

Signs that cuckooing is taking place at a home are:
- An increase in people entering and leaving
- An increase in cars or bikes outside
- Possible increase in anti-social behaviour
- Increasing litter outside
- Signs of drugs use
- Lack of healthcare visitors
- People coming and going at strange times
- Damage to the door/the door propped open
- Unknown people pressing buzzers to gain access to the building
- You haven't seen the person who lives there recently or, when you have, they have been anxious or distracted.

Bullying and Cyberbullying
Bullying includes repeated harmful behaviour, while cyberbullying involves online harassment.
- Staff should address concerns immediately and support the victim through safeguarding procedures.

Action for Staff
If you suspect abuse or have concerns:
1. **Report immediately to the DSL or Deputy DSL.**
2. **Document your observations** clearly and accurately.
3. **Follow-Up** to ensure the concern is being addressed.
For urgent risks, contact the police via **999** or **101**.

Spirit Possession or Witchcraft
Some parents, families, or children may believe that an evil force has entered a child and is controlling them, causing harm to others. This belief can involve concepts such

as black magic, kindoki, ndoki, the evil eye, djinns, voodoo, or obeah. In such cases, children may be labelled as witches or sorcerers.

Parents or family members may be influenced or supported in this belief by spiritualists, indigenous healers, or local community faith leaders. These individuals may undertake exorcism or deliverance practices, often involving the child.

Children labelled as being possessed by an evil spirit may suffer significant emotional abuse. In some cases, efforts to 'exorcise' or 'deliver' the child from the perceived possession can result in **serious harm**, including physical, emotional, or sexual abuse. **Significant harm** occurs when a child is experiencing or is at risk of physical, emotional, or sexual abuse or neglect to such a degree that intervention by child protection services is required.

Faith-Based Abuse

Child abuse linked to **faith or belief** often arises from cultural or religious interpretations. This can include:

- **Witchcraft and Spirit Possession**: Beliefs that an evil force, demon, or the devil is acting through a child and leading them astray.
- **The Evil Eye or Djinns**: Common in some Islamic contexts, as well as the concept of **dakini** in Hindu or Buddhist traditions.
- **Ritual or Muti Murders**: Practices involving the killing of children, believed to bring supernatural benefits or using their body parts to create magical remedies.
- **Using Magic or Witchcraft to Instill Fear**: To make children more compliant for purposes such as **domestic slavery** or **sexual exploitation**.

This list is not exhaustive, as there are many other ways in which children may be harmed due to beliefs about magic, witchcraft, or spiritual possession.

For more information, please see link below:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file /175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

Domestic Abuse

Domestic abuse refers to any single incident or recurring pattern of controlling, coercive, threatening behaviour, violence, or abuse between individuals aged 16 or older who are, or have been, intimate partners or family members. This applies regardless of gender or sexual orientation.

The Trio of Vulnerabilities (Toxic Trio)

The **Toxic Trio**—domestic abuse, mental health issues, and substance misuse—are commonly identified as factors present in families where harm to women and children occurs. These issues are recognized as significant indicators of increased risk of harm to children and young people.

Keeping Children Safe in Education (KCSIE) is a statutory guidance document that outlines the legal responsibilities of schools and colleges in England to safeguard and promote the welfare of children under 18. A new version of KCSIE is effective from September 1, 2024, replacing the 2023 edition.

Key Updates
The 2024 update introduces several technical changes to align with the 2023 guidance on working together to safeguard children.

Key updates include:
- Definition of Abuse, Neglect, and Exploitation: Updated definitions to include exploitation alongside abuse and neglect.
- Child Protection: Enhanced guidance on child protection both inside and outside the home.
- Staff Roles and Responsibilities: Clearer guidelines on staff duties related to filtering and monitoring. SCR.
- Attendance Concerns: Recognition that absences or missing children can be potential warning signs.
- Integration of Related Guidance: Incorporation of information from "Sexual Violence and Sexual Harassment Between Children in Schools and Colleges."
- Domestic Abuse: Addition of domestic abuse as a key safeguarding issue.
- Intra-familial Harms: Emphasis on understanding and addressing intra-familial harm. Intra-familial harm is a term that refers to harm that occurs within a family environment, and can include physical, sexual, emotional, or neglectful abuse:
- Collaboration with Safeguarding Partners: Importance of schools and colleges participating in discussions with statutory safeguarding partners.

Document Structure
The KCSIE 2024 document is organised into four parts:
Part 1: Safeguarding Information for All Staff - General safeguarding information for all school staff.
Part 2: Management of Safeguarding - Guidelines for managing safeguarding within the school.
Part 3: Safer Recruitment - Procedures and practices for safer recruitment.
Part 4: Safeguarding Concerns or Allegations Made About Staff - Handling concerns or allegations regarding staff members.
We strongly recommend reviewing the updated guidance in full to ensure compliance.

Summary of Changes in Keeping Children Safe in Education (KCSIE) 2024
The 2024 edition of Keeping Children Safe in Education (KCSIE) introduces several key updates, effective from September 1, 2024:

Definition of Safeguarding: The definition has been revised to align with "Working Together to Safeguard Children 2023," emphasising early intervention, protection from harm, and promoting children's welfare.
Exploitation: The term "exploitation" has been added to the safeguarding definition. The phrase "abuse and neglect" is now replaced with "abuse, neglect, and exploitation."
Early Help: Enhanced guidance on identifying when children may need early help and providing timely support has been included.

Data Protection: School staff, governors, and trustees are advised to refer to the DfE Data Protection guidance for schools to better understand data protection requirements.

Domestic Abuse: Domestic abuse is now explicitly mentioned as a safeguarding concern. The guidance covers various forms of domestic abuse—psychological, physical, sexual, financial, and emotional—and its impact on children.

Additional Updates: The document features updated terminology, a new section on alternative provision, and specific guidance on supporting children who are lesbian, gay, bisexual, or gender-questioning.

The 2024 KCSIE guidance is slightly larger than the 2023 version, at 185 pages, but maintains the same structure and layout.

Appendix three – regional safeguarding and prevent risk

Regional Safeguarding and Prevent Regional Risks

Prevent Duty is part of the Government's counter-terrorism strategy aimed at safeguarding individuals, including young people, who are at risk of radicalisation or being drawn into terrorism. Support is provided through the **Channel process**, a multi-agency partnership that evaluates and addresses individual vulnerabilities by working with safeguarding partnerships and crime reduction panels.

Prevent is a part of the Government's **CONTEST strategy**, which has four key principles:

1. **PURSUE** – To stop terrorist attacks.

2. **PREVENT** – To stop people from becoming terrorists or supporting terrorism.

3. **PREPARE** – To mitigate the impact of terrorist attacks that cannot be stopped.

4. **PROTECT** – To strengthen defences against terrorist attacks.

At NST, safeguarding individuals from radicalisation is a priority. We work closely with the **Prevent** strand of the Government's Counter-Terrorism Strategy and, where necessary, seek external support for apprentices through referrals to the **Channel Programme**. This program works with individuals to address vulnerabilities and prevent further radicalisation . It is important to recognise that radicalisation can affect anyone, regardless of their racial, ethnic, or social background, and often occurs through grooming by others.

Action on Radicalisation Concerns

On receiving concerns about radicalisation or extremism:

- The **DSL** will contact **101** to report concerns to the police.

- The police will escalate the case to the **Prevent Team**, who will assess whether referral to the **Channel process** is appropriate.

- The DSL may also seek support from the **Local Authority** and the **Prevent Coordinator**.

If there is an immediate risk or dangerous behaviour, the DSL will escalate the matter to **999**.

Regional Risks and Safeguarding Measures

NST uses local crime statistics, police priorities, and safeguarding board data to identify specific regional risks. Local safeguarding risks identified include:

1. **Violence and Sexual Offences**

   o **Violence**: Includes minor assaults, harassment, and severe cases such as wounding or homicide.

- o **Sexual Offences**: Includes rape, sexual assault, grooming, and indecent exposure.

NST trains apprentices to recognise and address these risks through regular progress reviews, safeguarding workshops, and discussions on personal safety. Apprentices are reminded of situations that may increase vulnerability, such as walking alone at night, using public transport late, or meeting people online.

2. **Anti-Social Behaviour**

- o Includes nuisance behaviour, vandalism, street drinking, and prostitution-related activities.

- o Apprentices are encouraged to model positive behaviour both in and outside of work as part of their employability training.

Prevent Risks and British Values

NST actively promotes **British Values**, including democracy, the rule of law, and tolerance, as part of apprentices' training. This helps apprentices understand acceptable behaviour, citizenship, and how they can contribute positively to their communities.

Apprentices and staff are trained in the **Prevent Duty** and are familiar with the **Run, Hide, Tell** government agenda through critical incident training. This ensures they are prepared to respond to emergencies and understand how to identify and report concerns.

Using County Priorities to Inform Training

County priorities, as identified by local police and safeguarding boards, are embedded into NST's training programs. These priorities provide apprentices and staff with localized knowledge to better understand risks and protect themselves and others.

Safeguarding Incident Record (Appendix 3)

Your name:	
Your position:	
Child's/vulnerable adult's name:	
Child's/vulnerable adults date of birth:	
Parents and or carers name & address:	
Date & time of any/alleged incident:	
Exactly what the child/vulnerable adult said and what you said (use separate sheet if necessary – remember, do not lead the child/vulnerable adult, record actual details)	
Action taken so far (use separate sheet if necessary):	

Details of any witnesses to incident/conversation including names:		
Your observations (e.g. signs of physical abuse):		
External agencies contacted (date and time)		
Police (Yes/No) circle	If yes – which: Name and contact number:	
	Details of advice received:	
Social Services (Yes/No) circle	If yes – which: Name and contact number:	
	Details of advice received:	
Local Authority (Yes/No) circle	If yes – which: Name and contact number:	
	Details of advice received:	
Other (e.g. NSPCC) (Yes/No) circle	If yes – which: Name and contact number:	
	Details of advice received:	

Print name:	Signature:	Date: