



SAFEGUARDING HANDBOOK FOR LEARNERS



INTRODUCTION

Approved Training is committed to safeguarding and promoting the welfare of all learners and expects all staff, employers, visitors, and other learners to share this commitment.

We aim to create and maintain a safe environment where all learners feel safe, secure and valued and know they will be listened to and taken seriously.

In order to protect the learners working with us, we recognise that we need to provide a safe learning environment. Free from health and safety risks, bullying, harassment, extremism and radicalisation to promote good practice in all of our work.

We believe that all learners have the right to be protected from harm, abuse or exploitation irrespective of age, disability, gender or gender re-assignment, marital or civil partnership status, race, religion or belief and sexual orientation and as such this policy supports our commitment to Equality, Diversity and Inclusion.



WHAT IS SAFEGUARDING?

Safeguarding aims to protect the welfare of apprentices and young people from harm or abuse. This involves putting measures in place to create a safe environment in which apprentices can thrive and achieve.

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

We will endeavour to safeguard learners by:

- Valuing them, listening to and respecting them
- Involving them in decisions which affect them
- Ensuring all concerned are aware of and committed to the safeguarding policy & procedures
- Providing a safe environment for learners
- Sharing information about concerns with relevant agencies
- Recruiting staff safely, ensuring all necessary checks are made
- Adopting a code of conduct for all staff
- Providing effective management through induction, support and training
- Ensuring staff understand about 'whistle blowing'
- Dealing appropriately with allegations/ concerns about staff
- Appointing designated safeguarding persons



FORMS OF ABUSE

NEGLECT

The persistent or severe failure to meet a young person's basic physical and/or psychological needs. It will result in serious impairment of the young person's health or development.

Possible indicators include:

constant hunger, poor personal hygiene, dental decay, constant tiredness, poor state of clothing /inappropriate clothing, emaciation, frequent lateness/absence, untreated medical/speech/hearing problems, lack of appropriate boundaries, lack of supervision/acknowledgement of safety issues, no social relationships

SEXUAL ABUSE

This involves a young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual, and the apparent consent of the young person is irrelevant

EMOTIONAL ABUSE

This abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the young person's behaviour and emotional development, resulting in low self - worth.

Some level of emotional abuse is present in all forms of abuse

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or by the result of a deliberate failure to prevent injury occurring.

Possible indicators that physical abuse may be taking place could be:

unexplained injuries or burns particularly if they are recurrent, improbable excuses given to explain injuries, refusal to discuss injuries, untreated injuries, admission of punishment, which appears excessive, fear of parents being contacted, withdrawal from physical contact, fear of returning home, self-destructive tendencies, aggression toward others, running away



DOMESTIC ABUSE

This includes any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It is not just physical violence.

It includes any emotional, physical, sexual, financial or psychological abuse. It can happen in any relationship and even after the relationship has ended.

Both men and women can be abused or abusers.

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Domestic abuse can seriously harm children and young people.

CHILD SEXUAL EXPLOITATION

CSE is a type of sexual abuse in which young people are sexually exploited for money, power or status. Young people may be tricked into believing they are in a loving, consensual relationship.

They might be invited to parties and given drugs and alcohol.

They may also be groomed online. Some young people are trafficked into or within the UK for the purpose of sexual exploitation.

Sexual exploitation can also happen to young people in gangs.

CHILD ON CHILD SEXUAL VIOLENCE/ HARASSMENT

This involves a young person sexually abusing another young person. It can take the form of sexualised behaviour and physical sexual contact, such as inappropriate touching, manipulation or attempting to remove someone's clothing.

It can also involve the use of sexually explicit language.



CHILD TRAFFICKING

Children/young people are recruited, moved or transported and then exploited, forced to work or sold.

Young people are trafficked for:

- Sexual abuse
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking
- Forced labour in factories and agriculture
- Criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft

Many children are trafficked into the UK from abroad but children can also be trafficked from one part of the UK to another.

GROOMING

When someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Young people can be groomed online or in the real world, by a stranger or someone they know – for example a family member, friend or professional.

Groomers may be male or female and any age.

Many young people do not understand that they have been groomed or that what has happened is abuse.

MATE CRIME

This occurs when someone befriends a vulnerable individual with the intention to abuse or exploit them. A perpetrator earns the confidence of the individual, before subjecting them to physical, sexual or emotional abuse, or to financially exploit the person by taking money or possessions from them.

HATE CRIME

Hostility towards individuals motivated by or targeting the victim's disability, race, religion, sexual orientation, or transgender identity. All are protected characteristics under the Equality Act 2010, which legally protects individuals or groups from discrimination, victimisation, and harassment.



SPOTLIGHT



RADICALISATION

This is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject and/or undermine contemporary ideas and expressions of freedom of choice.

EXTREMISM

Extremism in this context the government defines 'extremism' as 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

CULTURAL CONCERNS

As an organisation, we are aware of the cultural differences which may affect some young people more than others.

FORCED MARRIAGE

'Forced marriage' is defined as marriage without the consent of either or both parties, and where coercion is used.

Forced marriage is not the same as arranged marriage, where although the families involved may select a partner, those partners ultimately have the right to consent to, or refuse, the marriage.

FEMALE GENITAL MUTILATION

In some cultures, Female Genital Mutilation (FGM), female circumcision, is practiced on girls and young women. FGM is illegal in the UK and cultural considerations can never override a child's legal right to be safe from harm. Indeed, women in the UK from cultures practicing FGM have been in the forefront of working to ensure it is stamped out.

HONOUR KILLINGS

So called 'honour killings' are murders within families of victims who are believed to have brought 'shame' on the family. The 'shame' could be caused by a victim refusing to enter into an arranged marriage, or for having a relationship that the family considers inappropriate. The potential victim of an honour killing may go missing in order to escape their family.

GANGS

Being in a gang can make a person feel part of something or that they belong but being part of a gang like this can be dangerous. Sometimes a person can be forced to commit a crime or do things that are unsafe. If a gang carries knives or other weapons, they might get them out to show off or intimidate people.

This can be very scary for other people, especially if they think the gang will use them. Gang membership is often a result of peer pressure to which particularly vulnerable young people and adults may be more susceptible.

Being in a gang is not against the law but being involved with illegal activities (that some gangs do) could be an offence.

A person could go to prison or end up with a criminal record if involved with:

- Gun and knife crime
- Violence or harassment
- Turf wars or postcode wars
- Carrying, using, or selling drugs
- Theft or other illegal activities
- Rape and sexual assault

If you are concerned about yours or someone else's involvement in gang activity, you should discuss this with your Learning Coach or contact the helpline.

CYBERBULLYING

Cyberbullying happens online using social networks and mobile phones. The individual can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Bullying is a persistent, deliberate attempt to hurt or humiliate someone. There are various types of bullying, but most have three things in common:

1. It is deliberately hurtful behaviour
2. It is repeated over time
3. There is an imbalance of power, which makes it hard for those being bullied to defend themselves

SEXTING

Sexting means sending sexually explicit messages and/or suggestive images, such as nudes. While the name suggests that this is only done via text message, these types of messages can be via any messaging service, including emails and social media.

This also means that sexts can be sent or received via several electronic devices, such as smart phones, computers, and tablets.

SPOTLIGHT MENTAL HEALTH



Mental health influences how we think and feel about ourselves and others, and how we interpret life events.

Whereas mental ill health is a term that is used for a person whose thinking, emotions and behaviours negatively affect their ability to go about day-to-day activities such as work, and home life and it disrupts their abilities. This can be particularly prevalent during times of isolation from others.

There are several different types of mental illnesses including:

- Depression
- Anxiety disorders
- Self-harm
- Suicide
- Substance misuse
- Eating disorders

It can feel very difficult to reach out to anyone for help and support regarding mental health. A lot of people feel there is a stigma attached to struggling with mental illness, and some people feel they would rather try to combat mental illness alone without help and support. There are a number of ways you can seek support if you feel you'd like to speak to someone. Your Tutor is there to support you personally as well as professionally, so you can begin a conversation with them if you feel comfortable. If not, reach out to one of many national helplines, who can offer you professional support.



WHAT CAN YOU DO



Approved Training want you to feel safe while you are on your programme and we want to make it as simple as possible for you to tell us if you have any concerns.

The Discord community gives the different ways to contact us and other organizations for support and guidance. If you do not feel safe whilst at Approved training or have any concerns about extremism or radicalisation you should share your concerns with your Tutor if you feel comfortable to do so.

If you prefer to contact someone, remotely contact us on email **safe@approvedtraining.net**

Please note these contact details are for Safeguarding issues only – for enquiries about learning or appointments please contact your Tutor.



CONFIDENTIALITY

Confidentiality is a significant issue in the lives of young people/vulnerable adults.

You may trust a member of staff with issues of a personal nature and wherever possible your confidences should be respected.

If you disclose information that is difficult for the member of staff to deal with without further advice/support the situation will be discussed with another colleague with a specialty in that area but confidentiality will be maintained if possible.

If a member of staff believes that you are a danger to yourself or others, then they may break confidentiality.

PUBLIC HEALTH ENGLAND

<https://www.gov.uk/government/organisations/public-health-england>

MIND – provides advice and support for mental health issues

<https://www.mind.org.uk/>

NHS

<https://www.nhs.uk/oneyou/every-mind-matters/>

MENTAL HEALTH FOUNDATION

www.mentalhealth.org.uk

SAMARITANS - www.samaritans.org.uk

NSPCC - leading children's charity in the UK, specialising in child protection

www.nspcc.org.uk

REFUGE – support against domestic violence

www.refuge.org.uk

FRANK – free, practical drugs advice for adults and children

<https://www.talktofrank.com/>





GETTING IN TOUCH WITH ATL

You will also have ongoing individual email and telephone access to academic staff, including your Trainer.

**FOR ADMINISTRATIVE QUERIES CONTACT US AT
INFO@APPROVEDTRAINING.NET**

