

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY Including PREVENT**

### **STATEMENT**

ATP {*The Apprentice and Training Partnership*} aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults.

This policy applies to all staff, learners, service users and volunteers who may be working with children (i.e. those aged under 16), young persons (i.e. those aged 16 to 18) and vulnerable adults (i.e. those persons aged over 18 who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation) whom ATP encounters through its teaching and services as well as through its outreach programmes.

This policy does not seek to discourage such activities. Instead, this policy seeks to support these activities and to offer assurances to staff, learners, volunteers and visitors that, through its implementation.

ATP seeks to protect children, young people and vulnerable adults and to keep them safe from harm when in contact with ATP learners and staff (whether acting in a paid or unpaid capacity).

Within ATP any student (Child or Adult) in danger of Radicalisation or demonstrating extremist tendencies (violent or non-violent) is deemed to be vulnerable and appropriate support under the PREVENT strategy or through CHANNEL will be sought.

ATP are committed to the Safeguarding of every person who accesses our service or works within our provision. Our Safeguarding Team attend annual 2 day Multi-Agency Training delivered by members of Salford/Manchester Safeguarding Board. Training and updates are mandatory.

Signature on and behalf of ATP

**Updated April 2018**

**Date for review: April 2019**

Full Policy available online and in policy folders (available upon request)

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This policy does not seek to discourage such activities. Instead, this policy seeks to support these activities and to offer assurances to both staff, learners, volunteers and visitors that, through its implementation, ATP seeks to protect children, young people and vulnerable adults and to keep them safe from harm when in contact with ATP learners and staff (whether acting in a paid or unpaid capacity).

## **AIMS AND OBJECTIVES**

ATP wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom ATP's work brings it into contact, whilst recognising that it cannot act "in loco parentis". Ultimate responsibility will continue to rest with parents and guardians.

While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.

## **Who is affected by these issues?**

We all are. Managers and front line teaching, administrative staff and volunteers all have a responsibility to ensure the safeguarding of children and adults with whom they come into contact. Front line staff; whether that be paid or voluntary staff are most likely to come into contact with potential issues and need to be aware of what to do; but managers too need to be aware of how to deal with issues that might be brought to them via front line staff.

There are particular issues in relation to the following groups:

### **Children and young people:**

- All apprentices up to their 18th birthday
- Apprentices working in early years settings, schools or the community and who may have concerns about children in these settings
- Children accompanying parents as part of family learning courses

### **Adults:**

- Learners aged over 16+
- Apprentices who are working in settings with vulnerable adults and may have concerns about the settings or adults for whom they are caring

Front line staff teaching apprentices/student teachers or volunteers in care and early years need to ensure that students understand their responsibilities for the safeguarding of vulnerable adults or children in care and child care/early year's settings, and know how to raise issues and concerns about those in their care. All issues raised by apprentices in these areas should be dealt with as noted in this policy. All apprentices/student teachers or volunteers working with children or vulnerable adults have an enhanced CRB/DBS before working in these settings. Staff also should be aware of procedures in relation to allegations against themselves; these are listed separately and in detail. For more details on this see page 6; ***What if an allegation is made against you, a member of staff?***

## **What is abuse and how do you recognise it?**

### ***Children***

Abuse and neglect are forms of maltreatment of a child. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm

Types of abuse can include:

- *Physical*- this may include: hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. This can also include fabricating or inducing illness in a child
- *Emotional abuse*- may involve conveying to a child that they are worthless or unloved, or valued only in that they meet the needs of another person; age developmentally inappropriate expectations being imposed on children (possibly including interactions beyond the child's capability, overprotection and limiting the child's exploration and learning, preventing the child participating in normal social interaction); the child hearing or seeing the ill-treatment of another; serious bullying
- *Sexual abuse*- can include forcing or enticing a child or young person to take part in sexual activities, whether the child is aware or not. This can include penetrative sex or non-penetrative and may include non-contact such as involving children looking at or participating in sexual images
- *Neglect*- the persistent failure to meet a child's basic physical and/or psychological needs. This may include maternal substance abuse during pregnancy. When born it can include a parent failing to provide adequate food, clothing or shelter; failing to protecting the child from physical abuse or harm; failing to ensure adequate supervision; failing to ensuring access to medical care

There are more details on recognising child abuse on:

[http://services.salford.gov.uk/sscb-manual/chapters/p\\_recg\\_sig\\_harm.htm](http://services.salford.gov.uk/sscb-manual/chapters/p_recg_sig_harm.htm)  
<http://www.manchesterscb.org.uk/>

## **What to do if you have concerns about individual children**

Those best placed to consider what to do about your worries are the specialist professionals in the area the child lives. It is their job, in law, to help safeguard and protect children. It is vital that you discuss your concerns with those who are best placed regarding any concerns that you have, no matter how trivial they may seem initially. **If you have any worries about a child's safety or welfare, in the first instance speak to a Contact Officer** at the Manchester Contact Centre on 0161 234 5001 or fax on 0161 255 8266. **The Contact Officer will then notify the First Response Team of your concerns.**

In addition, you can call the **NSPCC Child Protection helpline on 0808 800 5000** to discuss your concerns, or ask for advice by **email**. The NSPCC also provide a helpline services for children themselves who are looking for someone to talk to (**Childline 0800 1111**).

## **Adults**

The Department of Health in 'No Secrets' has defined abuse as:

***"Abuse is a violation of an individual's human and civil rights by any other person or persons"***

There is a consensus on the main forms of abuse and these are:

- *Physical abuse*- this may include a person being: hit punched kicked slapped, pushed, thrown, pinched, shaken, strangled or suffocated; hit or beaten with an object; stabbed, burnt or scalded. It may also include inappropriate restraint, abuse of medication, deprivation or use of misuse of physical aids and adaptations; neglect of personal care, food, drink and warmth
- *Sexual abuse*- this may involve forced or coerced involvement in sexual activity, unwanted physical contact such as rape (heterosexual, gay or lesbian); kissing or unwanted touching, being coerced into activity such as masturbating the perpetrator or carrying out sexual acts for which others pay the perpetrator
- *Non- contact sexual abuse*- can include being forced to be photographed or videos, to allow others to look at their body; to look at photographs or DVDs; being sexually harassed verbally or through sending of unwanted gifts
- *Psychological abuse*- may include intimidation or threats; humiliation; racial, sexual or homophobic abuse; harassment, coercion and extortion; being isolated from people other than abuser and other sources of information; being made to say or do things in ways prescribed by the abuser; being deprived of sleep; being kept exhausted or debilitated; having one's sense of reality distorted by misinformation, lies or misuse of medication. It can also include denying choice; deprivation or privacy; lack of access to activities; an abusive institutional regime
- *Financial abuse*- may include theft of money or property; use of money or property without consent; misuse of money intended, or belonging to an adult by someone trusted to handle their finances
- *Neglect and acts of omission* - may include failure to provide the elements necessary for life and to avoid harm; to treat carelessly; to pass by without notice; to fail to give care
- *Discriminatory abuse* - may include harassment; slurs; treatment which is based negatively upon a person's gender, race, disability, faith, culture or sexual orientation
- *Institutional abuse* - may include isolated incidents of poor or unprofessional practice through to pervasive ill treatment or gross misconduct at the other end of the spectrum

For more information and this and recognising abuse, access:

<http://www.salford.gov.uk/definitions.htm>

<http://www.manchesterscb.org.uk/>

## **Recording and sharing information**

Information relating to concerns about the welfare of children or vulnerable adults, should be disclosed as soon as possible after the event, situation or disclosure

Information passed to Children's or Adult Services must ensure a clear distinction between fact, opinion and hearsay and must include the following:

- The nature of the concern/allegation
- Details of the child or vulnerable adult, any alleged perpetrator, any witnesses
- A description of any visible injuries i.e. bruising
- An account of anything you have been told, stating who told you. If a child or vulnerable adult tells you their account of what has happened, do not question this, but record it as accurately as possible
- Any times, dates, places

## **Sharing information about adults**

Responsible information sharing plays a key role in enabling services to protect victims of adult abuse and, in extreme cases, can save lives.

As a matter of good practice you should routinely consider getting explicit consent, but if this is not possible and other vulnerable adults are at risk it may be necessary to over-ride this requirement.

You should not give assurances of absolute confidentiality, where there are concerns about abuse. In circumstances, where abuse is a criminal act or it places other vulnerable people at risk, the information must be disclosed.

## **What if an allegation is made against you, a member of staff?**

If an allegation towards a member of staff is made the following action should be taken:

1. The staff's Line Manager will conduct a confidential interview the member and a senior staff member (such a Quality or Operational Manager) present as a witness.
2. The Line Manager should make arrangements for interviewing the person making the allegation; this should be done with a senior member of staff present and support for the person making the allegation as well.
3. The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation, and if further action is to be taken.
4. From the outcome of this meeting, details will be given to the Senior Management Team and Safeguarding officer to decide if the staff member should be suspended from duty; until the allegation(s) have been fully looked into.
5. Upon this outcome and dependent upon the nature of the allegation; the Safe Guarding and Senior Management Team will be required by law to report the matter to GMP and Salford/Manchester City Councils' Safeguarding Board.

## **Dealing with suspicions or allegations of abuse**

Concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another organisation.

It is essential to act quickly and professionally in all cases of suspected abuse. Any allegation by a child, young person or vulnerable adult against a member of staff, another learner or a volunteer should be reported immediately to the relevant designated individual who has responsibility under this policy. In dealing with any such allegation ATP has a duty of care both to the child, young person or vulnerable adult concerned and to the member of staff and/or learner against whom the allegation is made.

### **Training and support**

ATP will provide appropriate guidance and training on this policy and in child protection issues, the types of abuse, how to put the policy into practice, what to do if there are any concerns, health and safety procedures. Further training on Safeguarding will be available to support this policy and all staff (paid or unpaid) will be required to attend.

### **Responsibility**

A designated member of staff of ATP will carry out a child protection risk assessment before any new or changed event /programme. Accountability and responsibility for the adoption and implementation of the policy rests with the Safeguarding Officer. Dealing with any reported suspicions and allegations rests with trained members of ATP.

*\* The renewing of DBS checks for delivery staff every 2 years will be fully implemented by September 2017*

## **IMPLEMENTATION**

### **Staffing**

- All staff will be required to confirm their acceptance of the Safeguarding Children and Vulnerable Adult Policy, Code of Practice and Implementation.
- ATP will undertake DBS checks, request information of past convictions and pending cases and will obtain 2 written references on all new members of staff (employed).
- All DBS checks are updated every 2 years.\*
- All staff must participate in mandatory adult and child protection training offered either in-house or externally to support ATP's work with children and vulnerable adults.
- ATP will take all appropriate steps to ensure that unsuitable people are prevented from working with children.
- Where the risk assessment has identified that learners or staff are likely to have regular contact with or encounter children, young people or vulnerable adults (which might include regular processing of information), rigorous checks into their eligibility will be required. Such processes will be compliant with ATP's Equal Opportunities Policy.
- ATP carries out DBS checks and will ensure that any member of staff or any learner who will have substantial one-to-one contact with children, young people or vulnerable adults will be checked for relevant criminal convictions.

### **Risk Assessment**

- All staff that intend to, or may be put in the position of, working with children or vulnerable adults should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.
- A designated individual should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children or vulnerable adults, or before admitting [or employing] an under-18.
- All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

## **Anti-Radicalisation and Prevent Strategy**

The Apprentice & Training Partnership (“The ATP”) is committed to keeping children safe and this policy is part of that commitment. Since the ‘Education and Inspections Act 2006’ schools have a duty to promote community cohesion. Over the last few years, global events have led to a growth of extremist viewpoints, including advocacy of violent extremism.

Learning Providers have an important part to play in both educating children and young people about extremism and recognising when pupils start to become radicalised. In March 2015, new statutory duties were placed on all educational institutions by the Counter Terrorism and Security Act (2015) which means they must work to prevent children being drawn into extremism.

Safeguarding children from all risks of harm is an important part of a Learning Provider’s work and protecting them from extremism is one aspect of that.

### **1. Ethos and Practice**

At The ATP we ensure that through our vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The Board also ensures that this ethos is reflected and implemented effectively in training policy and practice and that there are effective risk assessments in place to safeguard and promote learners’ welfare. We have a duty to prepare our children for life in modern Britain and to keep them safe.

Our learners have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

There is no place for extremist views of any kind in our organisation, whether from internal sources; learners, staff or management, or external sources; the ATP community, external agencies or individuals. We recognise that if we fail to challenge extremist views we are failing to protect our learners.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice. Education is a powerful weapon against this, and we aim to equip our learners with the knowledge, skills and critical thinking to challenge and debate in an informed way. We want The ATP to be a safe place, where learners can explore controversial issues safely, and where our teacher/ tutors/assessors encourage and facilitate this. Therefore, we will provide provision, delivered by skilled professionals, so that our learners understand and become tolerant of difference and diversity; and also to ensure that they thrive, feel valued and not marginalised.

Any prejudicial, discriminatory or extremist views, including derogatory language, displayed by learners or staff will always be challenged and where appropriate dealt with in line with our Grievance and Disciplinary Policy.

### **2. Statutory Duties**

This policy has been developed by The ATP as a duty of care to prevent children and young people being radicalised in accordance and under the following guidelines:

- Counter Terrorism and Security Act (2015)
- Keeping Children Safe in Education (2015)
- Prevent Duty Guidance (2015)
- Working Together to Safeguard Children (2015)
- Children Acts 1989 and 2004

- Education Act (2002)
- What to do if You are Worried a Child is being Abused (March 2015)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (July 2015)
- Guidance for safer working practice those working with children and young people in education settings (Safer Recruitment Consortium October 2015)
- Police Act 1997 (Protection of Vulnerable Adults) Regulations 2013
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Counter-Terrorism and Security Act (2015)
- Revised Prevent Duty Guidance: for England and Wales (Home Office July 2015)
- Manchester Safeguarding Children Board - <http://www.manchesterscb.org.uk/>

### **3. What is the Prevent Strategy?**

The Prevent Strategy has been developed as part of the Government's Counter Terrorism and Security Act 2015 (section 26) and has the following aims

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

### **4. Definitions**

Extremism is defined in the 2011 Prevent Strategy 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

British Values are democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **5. Roles and Responsibilities**

#### *a. Role of the Board*

It is the role of the Board to ensure that the training provider meets its statutory duties with regard to preventing radicalisation.

#### *b. Role of Designated Safeguarding Lead, it is the role of the designated safeguarding lead to:*

- ensure that staff understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns
- receive safeguarding concerns about children and young people who may be vulnerable to the risk of radicalisation or are showing signs of radicalisation
- make referrals to appropriate agencies with regard to concerns about radicalisation
- liaise with partners, including the local authority and the police
- report to the governing body on these matters

*c. Role of staff*

It is the role of staff to understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns.

## **6. Internet Safety**

The Internet provides children and young people with access to a wide-range of content, some of which is harmful. Extremists use the Internet, including social media, to share their messages. The filtering systems used in our IT systems block inappropriate content, including extremist content.

We also filter out social media, such as Facebook. Searches and web addresses are monitored and ICT technicians will alert senior staff where there are concerns and prevent further access when new sites that are unblocked are found.

Where staff, learners or visitors find unblocked extremist content they must report it to a senior member of staff. We are aware that children and young people have access to unfiltered Internet when using their mobile phones and staff are alert to the need for vigilance when pupils are using their phones.

The Learner Handbook refers to preventing radicalisation and related extremist content. Learners and staff know how to report Internet content that is inappropriate or of concern.

## **7. Staff Training**

Staff will be given training to help them understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns. This information also forms part of induction safeguarding training. Staff are updated as necessary in weekly safeguarding briefings {if there are any current issues.}

## **8. Safer Recruitment**

We ensure that the staff we appoint are suitable, our recruitment procedures are rigorous and we follow the statutory guidance published in part 3 of Keeping Children Safe in Education (2015). Vetting and barring checks are undertaken on relevant people, including the Board and volunteers.

## **9. Signs of Vulnerability**

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are number of signs that together increase the risk.

Signs of vulnerability can include (and not limited to):

- Underachievement
- Being in possession of extremist literature
- Poverty
- Social exclusion or isolation
- Traumatic events
- Global or national events
- Religious conversion
- Change in behaviour
- Extremist influences
- Conflict with family over lifestyle
- Confused identify

- Victim or witness to race or hate crimes
- Rejection by peers, family, social groups or faith
- Migration
- History of Social Care
- Perceptions and experience of discrimination
- Peer pressure, seduction of adventure
- Drug abuse

## **10. Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies outside school
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- Secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views
- Advocating violence towards others

## **11. Referral Process**

Staff at The ATP must refer all concerns about children and young people who show signs of vulnerability or radicalisation, these concerns must be passed to the Designated Safeguarding Officer as soon as possible using the appropriate referral method as set out in the policy. Staff are requested to follow procedures in Company's Safeguarding Flow Chart, and take action.

When there are significant concerns about a learner, the Designated Safeguarding Officer will liaise with the appropriate authorities and provide up to date information to Senior Management and the Board. If you feel a child or a person is in immediate danger, call 999.

## **12. Monitoring and Review**

This policy will be monitored by the Board at least annually by receiving a report from the Designated Safeguarding Lead.

**This document should be read in conjunction with:**

3. Equality Opportunities & Diversity Policy
5. Health & Safety Policy
9. Data Protection Policy

## **Reporting concerns about Terrorism**

- How to report your concerns about Terrorism and individuals who may be at risk of radicalisation.
- If you are worried about anyone who is at risk of being radicalised by people who are involved in, or support, terrorism please contact;
- In an emergency, dial 999
- GMP Prevent Engagement Officer - Kim Parkinson – 07900 709 270
- Anti-Terror Hotline - 0800 789 321
- **MI5** Freephone: 0800 111 4645  
Telephone: 020 7930 9000

### **Greater Manchester Police PREVENT OFFICERS**

- DC 18092 Michael Holland – Manchester – 07469 037 083  
[michael.holland@gmp.police.uk](mailto:michael.holland@gmp.police.uk)
- DC 19458 Darryl Cunningham - Manchester – 07827 979 114  
[darryl.cunningham@gmp.police.uk](mailto:darryl.cunningham@gmp.police.uk)

### **PREVENT Officer(s)**

- *Katie Fowler – Lead Safeguarding Officer – 0330 380 0249 - office hours*

*Out of hours - 07949 726 367*

If you consider anything to be suspicious or connected with terrorism, contact Greater Manchester Police on the non-emergency number 101

Alternatively, you can complete a confidential on-line form

# **If you suspect it, report it.**



## **COMMUNICATION/ICT SAFEGUARDING YOUNG ADULT/PERSONS AND VULNERABLE ADULTS POLICY**

Online and mobile technologies can be used positively in education, but staff, volunteers and learners need to be protected from any potential safeguarding issues. Adults should not establish or seek to establish social contact with learners/young adult learners for the purpose of securing a friendship or to pursue or strengthen a relationship.

If a learner/young adult learner seeks to establish social contact, or this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response. There will be occasions when there are social contacts between learners/young adult learners and staff, where they are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.

Nevertheless, there must be awareness on the part of those working with vulnerable adults/young adult learners and that some social contacts, especially where these are not common knowledge can be misconstrued as being part of a grooming process. This can also apply to social contacts made through outside interests or through the staff member's own family. It is recognised that staff can support a learner/young adult learner who may be in particular difficulty. Care needs to be exercised in those situations where the learner/young adult learner comes to depend on the staff member for support outside their professional role.

This situation should be discussed with senior management and where necessary referrals made to the appropriate support agency. In order to safeguard staff, volunteers, learner/young adult learner, the following policy guidance is being issued.

### **Social Networking**

Under no circumstance whatsoever should there be any 'e' correspondence about the organisation, staff, Board Members or other members of staff which could even tenuously enable individuals to be identified as members of The ATP, Known as {The Apprentice and Training Partnership} on any social networking sites (e.g. Facebook, chatrooms etc). Any breach of this rule will be considered a disciplinary issue.

For this reason it is very strongly advised that staff/volunteers do not have learners/young adult learners as friends on their social network site as it will be extremely difficult to maintain discussions without identifying staff and Board Members.

### **Personal Telephone Numbers**

Staff should not give personal telephone numbers or a personal email address to learners/young adult learners. Should it be necessary for learners /young adult learners to contact staff members only the Centre's office number and email correspondence should be given by staff. In exceptional circumstances it will be at the Operations Manager/Quality Manager's discretion whether to give out personal details of staff to others.

For further guidance please see

**'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' dated March 2009.**

## **COMMUNICATION/ICT SAFEGUARDING YOUNG ADULT AND VULNERABLE ADULTS**

- We explain the dangers of the Internet and its usage to users.
- We use a filtering/blocking program on our computers and laptops to filter out unduly Internet sites; and users do not have the ability to download programmes
- We ensure that all computers and laptops are in plain view.
- We have the ability to keep all Internet logs, which are checked by the ICT Technicians on a regular basis; are equipment also ensures that logs cannot be erased by unauthorised personnel.
- We do not allow the use of Chat rooms and other such sites.
- Forums are strictly controlled and are only used if part of a learning programme
- We instruct our learners never to give out personnel information on the Internet or email to people they do not know.
- Whilst on a programme of study with a tutor present; our staff remain responsible for the safety of the learner(s) at all times.

## PEOPLE TO CONTACT – ATP

- 1st Contact:** Katie Fowler, Head of Operations and Quality Assurance – 07949 726 367 or 0330 380 0249  
**2nd Contact:** For outreach activities, such as work based learning (Office Number – 0330 380 0249)  
**3rd Contact:** Martin Burr Director – 07973 336 751 or 0844 879 4341

## Key contacts, policies and procedures

### ***Salford/Manchester Lead officers for safeguarding within the Learning and Skills Services:***

- Salford City Council, Area Manager Family Learning and Acting Family, Adult and Community Learning Manager, based Minerva House, telephone 0161 778 0460
- Manchester Safeguarding Children Board - <http://www.manchesterscb.org.uk/> 0161 234 5001 or fax on 0161 255 8266.

## Contact details for agencies:

### ***Children's Safeguarding Services:***

- Duty and Investigation Team (referral and advice): 0161 603 4500
- Safeguarding Children Unit (for advice): 0161 603 4350
- Emergency Out of Hours Team: 0161 794 8888
- Police Public Protection Investigation Unit: 0161 856 4592
- Family Action Team: 0161 778 0394 (8.30 a.m. – 4.30 p.m.)

### ***Adult Safeguarding Services:***

- Social Service Team details: <http://www.salford.gov.uk/contact-socialservices.htm>
- Adult Safeguarding report line for members of the public: 0161 909 6517 [worriedaboutanadult@salford.gov.uk](mailto:worriedaboutanadult@salford.gov.uk)
- Emergency Duty Team (out of hours): 0161 794 8888
- Salford SSD Adult Safeguarding Unit: Tel: 0161 212 4323; Fax: 0161 212 4179
- Care Quality Commission Inspectorate Tel: 03000 616161, [www.cqc.org.uk](http://www.cqc.org.uk)

### ***Domestic Abuse Services:***

- National 24 hour free-phone helpline number: 0808 2000 247
- Greater Manchester Women's Domestic Violence helpline: 0161 839 8574
- Salford Women's Aid Outreach: 0161 736 0737
- Police Domestic Abuse Unit: 0161 856 5171
- Lesbian and Gay Foundation: 0845 30 30 30
- Men's Advice Line: 0808 801 0327
- Victim Support Salford: 0161 727 0230

Criminal Records Bureau Disclosures

Disclosure Application Line: 0161 793 3990 [www.CRB.gov.uk](http://www.CRB.gov.uk)

Salford Safe Employment Team: 0161 793 2096

**NSPCC Child Protection Helpline:** If you're worried about a child's safety or welfare or if you need help or advice, ring our helpline on **0808 800 5000. (Contact number checked May 2017 and correct at time on printing)**

### ***Forced marriages***

Forced marriages Unit

Tel: 020 7008 0151, [fm@fso.gov.uk](mailto:fm@fso.gov.uk)

<http://www.fco.gov.uk/en/global-issues/human-rights/forced-marriage-unit/>

For other local, regional, national and international contacts use this link:

[http://services.salford.gov.uk/sscb-manual/chapters/pr\\_contacts.html#duty\\_inves](http://services.salford.gov.uk/sscb-manual/chapters/pr_contacts.html#duty_inves)

If you think a child/adult is in immediate danger, call the **police on 999**

# Safeguarding Procedures Flowchart

Concerned about a child, young person, vulnerable adult or person(s) in danger; or at risk of radicalisation?

**YES**

Are they in immediate danger?

**NO**

**Greater Manchester Police PREVENT OFFICERS**

DC 18092 Michael Holland – Manchester – 07469 037 083 [michael.holland@gmp.police.uk](mailto:michael.holland@gmp.police.uk)  
DC 19458 Darryl Cunningham - Manchester – 07827 979 114 [darryl.cunningham@gmp.police.uk](mailto:darryl.cunningham@gmp.police.uk)

**Children’s Safeguarding Services for Salford and Manchester:**

- Duty and Investigation Team GM (referral and advice): 0161 255 8206 or 0161 234 5001
- Safeguarding Children/Vulnerable Unit - Manchester Contact Centre on 0161 856 6411/5017/7484
- Social Care Emergency Out of Hours Team: Manchester -0161 234 5001 – Salford – 0161 794 8888
- NSPCC Child Protection helpline on **0808 800 5000**
- Salford - Bridge Partnership Tel: 0161 603 4500 : [worriedaboutachild@salford.gov.uk](mailto:worriedaboutachild@salford.gov.uk)
- Salford Emergency Duty Team (EDT) on **0161 794 8888**.

**Adult Safeguarding Services:**

- Manchester Council Social Service Team: 0161 234 5001 [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)
- Manchester Council - Adult Safeguarding report line for members of the public: 0808 808 8141
- Salford Adult Social Care Contact Team Telephone: 0161 631 4777 or Email [worriedaboutanadult@salford.gov.uk](mailto:worriedaboutanadult@salford.gov.uk)
- Adult Social Care Emergency Duty Team (out of hours) Telephone: 0161 794 8888 ` 4.30pm to 8.00am weekdays and 24 hours over weekends and bank holidays
- Care Quality Commission (CQC) Tel: 03000 61 61 61 – Fax 03000 61 61 71: [www.cqc.org.uk](http://www.cqc.org.uk)
- Worried about a child? If you are worried about the welfare or safety of a child contact Manchester Council’s Multi Agency Referral and Initial Assessment Team (MARAT) at the earliest opportunity. This applies if you are a practitioner/staff member/ volunteer or member of the public.
- Manchester - First Response Team - Manchester Contact Centre – Telephone **0161 234 5001** or Email [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)

**If a child/person is in immediate danger of being harmed or potentially harmed the police should be called on 999**

Discuss issues with your line manager ASAP

If issues are not resolved, do you feel more action needs to be taken?

Discuss issues with the lead Safeguarding Officer and PREVENT contact – Katie Fowler office hours 0330 380 0249 Ext 25 (out of hours - 07949 726 367)

Can the issues be resolved by the lead Safeguarding Officer?

**NO**

**YES. Refer to provide a full detailed written account of issue/concerns or episode. Remember to provide dates and names of those involved, if sending electronic, data must be password protected.**

**THINK, TAKE ACTION!**

Safeguarding Officer(s) to contact relevant agencies in necessary; ensuring all issues are documented and data kept secure.

# Appendix

## Code of Practice

The following code of practice applies to all ATP staff (*including freelance and contracted*) working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity:

- Avoid unnecessary physical contact.
- Avoid taking a child, young person or vulnerable adult alone in a vehicle on journeys, however short.
- Unless circumstances make it impossible to comply, do not take a child or vulnerable adult to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader).
- If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
- Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about a child, young person or vulnerable adult, even in fun, as this could be misinterpreted.
- If a child, young person or vulnerable adult accuses a learner or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person.
- The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
- If you are the recipient of any complaint or accusation from a child, young person or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a child, young person or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the designated individual appointed under The ATP's policy ("*the policy*") on the safeguarding of children, young people and vulnerable adults.
- Participate in the training available to you, to support you in your work with children, young people and vulnerable adults.
- Remember that those who abuse children, young people and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting children, young people and vulnerable adults as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.
- Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
- Although allegations should be reported only on a "need to know" basis, staff and learners making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act, as complying with the policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from The ATP, they are encouraged to seek it.
- Ensure that you comply with appropriate licensing laws.

Updated on 03 April 2018

Date for review: April 2019