

## North Bristol Apprenticeship Centre Safeguarding Policy

### Document No: [NBTAC- 002]

<b>Specific staff groups to whom this policy <u>directly</u> applies</b>
Apprentices, Apprenticeship Centre Staff

<b>Main Author(s):</b>	Jonathan Hall, Leanne Rose, Tiffany Patten-Lawrence
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<b>Summary of changes since the previous version</b>	Addendum to Safeguarding Children, Young People & Vulnerable Adults Policy & Procedure in response to Covid-19
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## 1. Executive summary

1.1. The NBT Apprenticeship Centre is committed to protecting all persons who meet our staff directly, or who attend our courses. The welfare of children, young people and vulnerable adults is of primary concern.

1.2. Our Safeguarding Policy is designed to meet all legal requirements and is supportive of our commitment to Equality and Diversity which is reflected in our policies.

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## 2. Policy statement

- 2.1. This policy applies to all children, young people, and adults, regardless of age, class, ethnicity, gender, religion, disability, or sexual orientation, who may be participating in training, courses or other activities provided by the North Bristol NHS Trust apprenticeship centre.

## 3. Purpose of the policy

- 3.1. The purpose of this policy is to set out NBT apprenticeship centre aims and objectives for the protection of children, young people and vulnerable adults involved in training and courses or other services that are provided by the North Bristol NHS Trust apprenticeship centre.
- 3.2. To ensure the welfare of all persons who meet our staff.
- 3.3. To increase staff awareness of the issues regarding children, young people, and vulnerable adults.
- 3.4. Outline the procedures to follow in the event of any concerns or incidents.

## 4. Scope of the Policy

- 4.1. This Policy will apply to all training and education activities and will incorporate all North Bristol NHS Trust Policies for Safeguarding and Prevent.
  - 4.1.1. CG41 Safeguarding children
  - 4.1.2. CG15 Safeguarding Adults
  - 4.1.3. CG01B Serious Incident Reporting Policy

## 5. Our role

- 5.1. We will support apprentices to report or help identify concerns, provide help for children, support for adults, promote the safeguarding policy, their welfare and prevent concerns from escalating.
- 5.2. Provide a safe environment in which to learn.
- 5.3. Any staff member who has any concerns about an apprentice's welfare will follow the processes set out in this policy
- 5.4. To have a designated safeguarding lead who will provide support to staff to carry out their safeguarding duties and advise on the safeguarding concerns.

## 6. Definition of terms

Term	Definition
<b>Child or Young Person</b>	A person under the age of 18 years. From here on referred to as a “young person”.
<b>Vulnerable Adult</b>	Is described as someone who is unable to effectively protect him or herself from harm or exploitation. This is a person of 18 years and above who may have some sort of physical, mental, or sensory disability.
<b>Abuse</b>	<p>The misuse of power and authority by one person over another. Abuse may be:</p> <ul style="list-style-type: none"> <li>• Discriminatory</li> <li>• Physical</li> <li>• Sexual</li> <li>• Emotional/psychological</li> <li>• Financial/material</li> <li>• Neglect</li> </ul>
<b>Patterns of Abuse</b>	<p>Sometimes it is possible to identify a pattern of how the abuse is taking place, examples include:</p> <ul style="list-style-type: none"> <li>• Serial abusing: in which the abuser seeks out and 'grooms' a young person or vulnerable individual. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse.</li> <li>• Long-term abuse: in the context of an ongoing family relationship such as domestic violence between spouses or generations.</li> <li>• Opportunistic abuse: such as theft, occurring because money has been left around.</li> <li>• Situational abuse: arising because pressures have built up in a relationship. This can sometimes be because of difficult or challenging behaviour or due to neglecting a person's needs because the carer has difficulties. These could be debt, alcohol, or mental health problems.</li> </ul>

## **7. Addendum to Safeguarding Children, Young People & Vulnerable Adults Policy & Procedure in response to Covid-19**

- 7.1. In these exceptional circumstances, where our current contact with learners is no longer 100% face to face, we are conscious that our learners; young people and vulnerable adults, could be at greater risk of abuse. We remind all staff in the centre to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team and DSL.

## **8. Online Teaching**

- 8.1. During online teaching sessions, tutors will be streaming lessons with their webcams on, or recording videos. During these times tutors will:
  - 8.2. Sit against a neutral background or blur their background
  - 8.3. Avoid being situated in their bedroom where possible (if that's not possible, use a neutral background)
  - 8.4. Dress professionally
  - 8.5. Continue to use professional language
  - 8.6. Ask learners to be in a shared space in their house, rather than in their bedroom
  - 8.7. Be mindful that during the session to keep communication focused, safe and happy, including the chat box functions.

## **9. Wellbeing and support**

- 9.1. Staff have access to a wide range of internal or external resources to signpost our young people to, to support their mental health and wellbeing, especially during this time. We continue to encourage and enable communication and interaction using various online platforms, and 1:1 pastoral support session.

## **10. Corona Virus and Protective Measures**

- 10.1. Effective infection protection and control strategies have been implemented in the Trust. There are strict sanitising procedures, social distancing rules and risk assessments in place to mitigate against the spread of the virus. Teaching has mostly moved to online provisions, however when learners return to the classrooms, strict cleanliness rules will be enforced.

## **11. Online Safety, Harmful or upsetting content, Bullying or abuse online**

- 11.1. NBT have clear reporting routes so that learners and staff can raise any safeguarding concerns in relation to remote online education, harmful or upsetting content, or bullying or online abuse. We have strict 'no tolerate' rules surrounding this.

## **12. Addendum to the update in the Keeping children safe in education 2021**

- 12.1. Peer-on-peer abuse

## **13. Roles and responsibilities**

- 13.1 NBT Apprenticeship Centre Team Leads have overall responsibility for ensuring that this policy is applied within their own area and ensuring that all employees are made aware of this policy.
- 13.2 The Centre Manager is responsible for ensuring that the team leads are aware of NBT NHS Trust Safeguarding Procedures.
- 13.3 The Centre Manager is responsible for maintenance, regular review and updating of this policy.

13.4 All members of staff have a responsibility to comply with this policy, not just those who might specifically be working with, young people or vulnerable adults.

## 14. Our Commitment

14.1 All Apprenticeship Centre Staff are committed to the safeguarding and protection of all young and vulnerable adults. We will ensure that the following processes are followed to support this commitment:

- protect apprentices and employees from radicalising influences and ensure apprentices and employees are resilient to extreme narratives. Identify changes in behaviour of apprentices and employees
- All staff will reassure victims of abuse that they are being taken seriously and will be supported. Children and young people will never be made to feel ashamed or that they are creating a problem by reporting abuse, sexual violence or sexual harassment.
- Ensure all Centre staff have been subject to checks through the Disclosure and Barring Service (DBS). In line with North Bristol NHS Trust Policy and Practice
- Ensure that the Centre has a nominated and visible Safeguarding Lead and Deputy, and this information is always accessible
- Work in collaboration with the North Bristol NHS Trust Safeguarding Team
- Adhere to the Trust Safeguarding Policy and practice
- All North Bristol NHS Trust staff will undergo Safeguarding training as part of the statutory mandatory training, and corporate induction into the Trust
- All NBT Apprenticeship Centre staff will be inducted into the Centre specific Educational Safeguarding processes, and policy as part of their local induction
- All NBT Apprenticeship Centre learner's will attend an apprenticeship induction on Day 1 of their relevant programme, where they will be informed of the Centre processes and relevant designated people in relation to Safeguarding.
- All NBT Apprenticeship Centre Safeguarding practice and processes will be carried out in connection and with oversight from the NBT Safeguarding Team.
- All IT usage is monitored by North Bristol NHS Trust IT Safe Usage Policy and practice. Processes are in place to block and monitor safe usage of IT, Software, and Internet usage for all NBT staff and the Apprenticeship Centre learners.
- North Bristol NHS Centre commits to working in partnership with any external partners to provide the educational pathways available to our learners, and we are committed to ensuring all processes are communicated and checked to ensure safe environments for all students.

## 15. Alert Procedures

### **15.1. If you see something that concerns you, or you are given information that causes you to be concerned about a young or vulnerable person, you should:**

- 15.2. Keep calm; this will help the person
- 15.3. Do not make any promises of keeping things confidential
- 15.4. If the young person is over the age of 18, you will need their consent to share information
- 15.5. Make sure that the person is safe
- 15.6. Listen carefully to what is said
- 15.7. Reassure and take care of the person
- 15.8. Get help as soon as possible

### **15.2. If a young person or vulnerable adult comes to you with a report of apparent abuse, you should listen carefully to him/her, using the following guidelines. When listening to the young person or vulnerable adult staff must:**

- 15.2.1 Allow the young person or vulnerable adult to speak without interruption
- 15.2.2 Never trivialise or exaggerate the issue
- 15.2.3 Never make suggestions
- 15.2.4 Never coach or lead the vulnerable adult in any way
- 15.2.5 Reassure the young person or vulnerable adult, let them know you are glad they have spoken up and that they are right to do so
- 15.2.6 Always ask enough questions to clarify your understanding, but do not probe or interrogate – no matter how well you know the young person or vulnerable adult – spare them having to repeat themselves
- 15.2.7 Be honest - let the young person or vulnerable adult know that you cannot keep this a secret, you will need to tell someone else
- 15.2.8 Try to remain calm – remember this is not an easy thing for them to do
- 15.2.9 Do not show your emotions – if you show anger, disgust, or disbelief, they may stop talking. This may be because they feel they are upsetting you or they may feel your negative feelings are directed towards them
- 15.2.10 Let the young person or vulnerable adult know that you are taking the matter very seriously
- 15.2.11 Make the young person or vulnerable adult feel secure and safe, without causing them any further anxiety.

### **15.3 Ignoring abuse is not an option:**

- 15.3.1 You must report your concerns if at any time you think that a vulnerable person is being abused or is at risk of abuse so that they can be investigated. Even if you have only heard rumours of abuse, or you have a suspicion but do not have firm evidence, you should still raise your concerns.
- 15.3.2 You must tell, so that others can help if you come across a situation where you think a young person or vulnerable person is at risk of abuse.
- 15.3.3 You must not ignore the information.
- 15.3.4 Do not assume that others know what you know.
- 15.3.5 You have a duty of care to ensure the rights and needs of the young person or vulnerable person is your main consideration. Remember that young people and vulnerable adults have human rights. You should not try to investigate the matter on your own.

15.3.6 You should call for an ambulance or arrange for a doctor to see the person at the earliest opportunity if at any time you feel the person needs urgent medical assistance.

15.3.7 You should call the police if at the time you have reason to believe the vulnerable person is in immediate and serious risk of harm or if you suspect that a crime has been committed.

15.3.8 You must record the facts of what happened. Remember you will need to record everything that you saw, heard, and did and ensure that any evidence indicating that abuse is or may be occurring is preserved.

15.3.9 You should inform the family and/or carers of the young person or vulnerable adult, where it is safe to do so (i.e., where they are not implicated in the abuse), of the incident.

#### **15.4 You must pass on any concerns immediately to your line manager.**

15.4.1 The rights and needs of the young or vulnerable person are your main consideration.

#### **15.5 Reporting concerns**

15.5.1 People over the age of 18 years have the right to expect that information shared with a member of staff should be treated as confidential.

15.5.2 However, it should be made clear that where the staff member has a reason to be concerned for the welfare of a vulnerable person and/or others they must share the information with someone who is able to act or responsibility.

15.5.3 The young person or vulnerable adult should be told with whom the information will be shared, and that their views and wishes will be considered.

15.5.4 Any views or wishes expressed by the young person or vulnerable adult should be recorded and reported with their concerns by the staff member.

15.5.5 Concerns should be reported at the earliest possible opportunity.

### **16. Review Period**

16.1 This policy will be reviewed on an annual basis or at the request of either management or staff side.

### **17. Associated policies/documents**

This policy should be read in conjunction with the

17.1 Safeguarding App [http://www.myguideapps.com/nhs\\_safeguarding/default/](http://www.myguideapps.com/nhs_safeguarding/default/)

17.2 CG41 Safeguarding children

17.3 CG15 Safeguarding Adults

17.4 CG01B Serious Incident Reporting Policy

### **18. References**

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