



BLUE LION
TRAINING ACADEMY

**SAFEGUARDING
POLICY AND PROCEDURE**

DOCUMENT HISTORY

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This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on Monday.com as per the version control status in the above table:



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SAFEGUARDING POLICY & PROCEDURE

Blue Lion Training Academy Limited (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

INTRODUCTION

Blue Lion Training Academy has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of young people and vulnerable adults receiving education and training, this includes apprenticeships, full cost courses and bespoke courses for employers and individuals.

Safeguarding is an all-encompassing term used to describe many aspects of keeping our apprentices and learners safe, which includes:

- Apprentice health, safety and wellbeing
- Child protection
- Protection of adults at risk
- Bullying, harassment and discrimination including racial abuse
- Self-harm
- Abuse and neglect
- Domestic violence
- Safety from sexual exploitation, female genital mutilation and forced marriage
- Alcohol, drug and substance misuse
- E-safety including all aspects of electronic communication
- Financial exploitation
- Protecting people from radicalisation and extremism
- The security and safety of Blue Lion premises or the apprentice's place of learning

This policy covers all apprentices regardless of location and covers all aspects of our apprenticeship programmes. All our staff, associates and contractors will take responsibility to understand their role in supporting safeguarding across all aspects of provision and for familiarising themselves with the appropriate procedures and other policies that support this overarching document.



KEY PRINCIPLES

Blue Lion Training Academy operates within the following key principles:

- All people are treated with respect and courtesy by staff and apprentices in an environment free from harassment or discrimination;
- All learning environments, communal areas, facilities and equipment comply with legislative health and safety standards;
- We develop partnerships to proactively protect apprentices at risk of abuse, neglect or at risk of radicalisation;
- Staff are trained and have a clear understanding of personal safety and good safeguarding practices as well as what factors may make apprentices vulnerable to a range of safeguarding concerns;
- We work with apprentices to promote their own personal health, well-being and safety including their safety online during each apprentice skill scan reviews and for the duration of their apprenticeship
- We work proactively to raise awareness of radicalisation and extremism in order to prevent people from being drawn into terrorism, through videos and training
- Apprentices receive confidential advice, guidance and support for a range of issues that they may face.
- Apprentices and full cost learners are signposted to external agencies where specialist support is required.
- We support our apprentices in having personal resilience and being able to make informed and sensible decisions about their safety and wellbeing in an attempt to prevent them from being exploited and or abused.

COVID-19

During this period remote working is essential for the continued delivery of our programmes. Our staff are reminded of our codes of conduct and are expected to follow these without exception.

Online sessions will only be delivered through Microsoft Teams and Microsoft Whiteboard where required and other authorised online platforms for teaching and assessments

All staff will where possible will be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. Only Blue Lion Training Academy accounts will be used to communicate via email or online platforms, never personal accounts.

Staff accessing Apprentice contact details at home will ensure they comply with GDPR and must only use their apprenticeship bud system accounts.



APPRENTICES' ENTITLEMENT

In order to promote a healthy and safe environment, our apprentices are entitled to the following:

- The right to make a disclosure to any member of staff and know that the disclosure will be dealt with quickly, sensitively and appropriately;
- To learn in an environment free from bullying or harassment;
- To be aware of strategies and actions to keep themselves safe whether at work, in learning or online;
- To be aware of the basic principles of safe learning and safeguarding relevant to the programme that the apprentice is completing;
- To be aware of how to access support on personal health and safety issues either within Blue Lion Training Academy or from outside agencies;
- To have up to date information about personal safety issues and present during Skill Scans;
- The opportunity to comment and feedback on the extent to which our programmes promote and maintain well-being and personal safety;

STRANDS OF ACTIVITY

The safeguarding efforts of Blue Lion Training Academy are supported by the following core strands of activity, where relevant, working procedures and other policy documents have been signposted within this section.

SAFE LEARNING

The principles of the 'Keeping children safe in education' and safeguarding agendas are embedded within our teaching and learning practices and within our quality assurance and quality management system. Safe recruitment practices are implemented as outlined in the relevant section of this policy.

The aim is to provide apprentices with the tools to make healthy and safe decisions and build upon their personal development plan.

Blue Lion Training Academy's commitment to safe learning is protected within the following policies and procedural documents:

- the quality assurance policy and procedure
- disciplinary as appropriate within the HR policies and procedures



SAFE ENVIRONMENT

Blue Lion Training Academy provides an environment that is safe and secure for all users, whilst at the same time is friendly and welcoming. We follow strict regulations for authorised entry only for staff and registration processes for visitors before arriving for classroom training. A culture of respect that is free from bullying and harassment with health and safety as paramount of importance and must never be compromised or shortcut; as such all facilities and resources comply with legislative requirements for health and safety.

Our commitment to the safe environment is preserved within the following policy and procedure documents:

- the health and safety policy and procedure
- the IT policy and procedure
- and the non-conformance report log on Monday.com

SAFE RECRUITMENT

Blue Lion Training Academy complies with best practice in the recruitment and training of its staff, in line with legislative requirements. All staff undergo the appropriate pre-employment checks including DBS checks for their role and undertake mandatory safeguarding training appropriate to their role. Staff understand the principles of safe working practices, as outlined in the Health and Safety policy and how not to put themselves in situations that compromise themselves or apprentices. All new starters who have direct contact with apprentices/learners receive an appropriate induction, including safeguarding training.

SAFEGUARDING APPRENTICES

Blue Lion Training Academy has a legal obligation to protect young people and vulnerable adults from abuse. We have an appropriately trained Designated Safeguarding Lead who ensures that disclosures made by apprentices are dealt with quickly, sensitively and appropriately. All staff are trained in the appropriate response to an apprentice's disclosure and the correct procedure for dealing with concerns about an apprentice. This process is regularly updated to allow for new information and processes to be put in place as and when appropriately required. Teams work with apprentices to proactively protect them from abuse and neglect and prevent apprentices being placed in an abusive situation.



PREVENTING PEOPLE FROM BEING DRAWN INTO TERRORISM

Blue Lion Training Academy has certain duties preserved within the Counter Terrorism and Security Act 2015*. All staff are aware of their Prevent duties and we have processes in place to respond to concerns about apprentices and staff members. Apprentices are aware they are able to explore and discuss issues in a safe and open environment with their Tutor. Our commitment to Prevent is encapsulated within the Prevent policy, risk assessment and action plan and has been incorporated into the IT policy and this safeguarding policy & procedures. *<https://www.gov.uk/government/collections/counter-terrorism-and-security-bill>

ROLES AND RESPONSIBILITIES

The designated senior member of staff with lead responsibility for safeguarding is Geeta Dhanjal - Operations Director (DSL). The DSL has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of young people and vulnerable adults 'at risk', and the promotion of a safe environment for all staff and students learning at Blue Lion Training Academy Limited. The DSL will receive training at least every two years in safeguarding issues and. The DSL will also attend the local DSL network to ensure that practices and knowledge are kept up to date with the current local climate and links are created with peers.

geeta.dhanjal@bluelionta.com Mobile: **07527 179522** or Office: **01332 738625**

The DSL can also seek advice regarding issues related radicalisation and extremism from the Dept for Education HE/FE Regional Prevent Coordinator, such advice may relate to the handling of any concerns or the formal referral to Prevent of concerns in area of the country”

sam.slack@education.gov.uk Mobile: **07384 452156**

The DSL can report or ask for advice on Safeguarding concerns via the MASH Multi Agency Safeguarding Hub in Derby, regardless if the person in question is based in Derby or not.

THE DSL can report signs of suspected abuse or neglect or ask for general advice on a 24-hour service out of hours **01332 786968**. DSL can ring through to the triage (social workers) who will asks questions and then they will prioritize the call and let the DSL know the next steps for action

adultsMASH@derby.gov.uk **01332 642855**

The Senior Designated Person – is the CEO, Harj Dhanjal. He is responsible for ensuring that safeguarding processes and procedures are robust and consistently applied and that Blue Lion Training Academy fulfils its legal duties as stated within the legislation.

All employees - have a responsibility for completing their training, familiarising themselves with Keeping Vulnerable Adults and Children Safe in Education: safeguarding information for all staff, this Safeguarding Procedure, the Prevent Policy and any other related safeguarding policies and procedures.



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The purpose of this policy and procedure is to ensure there is an overarching approach to Safeguarding across Blue Lion Training Academy and that all employees and associates are aware of their legal obligations to safeguard Children, Young People and Vulnerable Adults.

Safeguarding encompasses:

- Safeguarding Children & Young People
- Safeguarding Vulnerable Adults
- Domestic Abuse
- Child Exploitation (including criminal and sexual)
- Modern Slavery/Human Trafficking
- Honour Based Abuse
- Forced Marriage
- Female Genital Mutilation
- Prevent

This policy will also raise overall awareness of safeguarding, the signs of abuse and information on what to do if you suspect abuse is taking place. Safeguarding is not a practice that operates in isolation, the practices cut across every service and function that Blue Lion Training Academy undertakes.

REPORTING AND MONITORING PROCEDURES

All members of staff working closely with young persons, or vulnerable adults, need to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that young person should be reported to the DSL who will decide what further action to take.

If staff, in the course of their work, have a safeguarding issue brought to their notice, this must be treated as a priority over all other work. If staff have any safeguarding or prevent concerns, they should refer to the “Staff reporting guide handout” **Appendix 1** and complete the “Safeguarding and Prevent incident form” (**Appendix 3**) and immediately pass it to the DSL followed by a telephone call explaining the incident.

Apprenticeship Support Tutors will report absences of learners as follows:

- Failing to attend teaching session the tutor will record on the appropriate apprenticeship system and collaborate with the directors
- Learners ongoing absences from teaching sessions the tutor will ascertain with the apprentice any reasons for absences and record on appropriate apprenticeship system.
- The apprenticeship support tutor will support the apprentice to follow employer policy and procedure for managing absences.
- Raise any concerns at the earliest point to the directors or the DSL.



ALLEGATIONS OF ABUSE OR INAPPROPRIATE BEHAVIOUR INVOLVING STAFF

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with young people, staff may have allegations of child abuse made against them. We recognise that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true.

It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay. We recognise that the Children's Act 1989 and 2004 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within our company will do so with sensitivity and will act in a careful, measured way. Also refer to **Appendix 2 – Definitions and Types of Abuse**

SHARING INFORMATION

Information sharing is vital to safeguarding and prevent. Where there are concerns about the safety of a young person or vulnerable adult, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 1998 and 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a young person or vulnerable adults being placed at risk of harm.

Staff should use their judgement when making decisions on what information to share and when. A flowchart on when and how to share information is available in **Appendix 3**. If any member of staff is in doubt, they should contact the Designated Safeguarding Staff.

THE PRINCIPLES OF SHARING INFORMATION.

We adopt the 'seven golden rules to sharing information' as outlined in the HM Government document 'Information Sharing: Advice for practitioners providing safeguarding services to young people, parents and carers. Blue Lion TA will also apply these rules for any prevent cases.

Necessary and proportionate – when taking decisions about what information to share, you should consider how much information you need to release. The Data Protection Act requires you to consider the impact of disclosing information on the information subject and any third parties. Any information must be proportionate to the need and level of risk.

Relevant – only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make sound decisions.



Adequate – information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate – information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely – information should be shared in a timely fashion to reduce the risk of harm. Timeliness is a key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm a young person or vulnerable adult.

Secure – wherever possible, information should be shared in an appropriate, secure way.

Record – information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester of the information.

TRAINING

Blue Lion Training Academy will ensure that this procedure is promoted to all staff, tutors, learners, employers and subcontractors and that they will receive appropriate training:

Designation	Training required	Frequency
Directors	Online Safeguarding Children Training course - L2	2 years
	Online Safeguarding Vulnerable Adults Training course L2	2 years
	Preventing-Radicalisation-and-Extremism e-learning	2 years
	Safer-Recruitment-in-Education	2 years
Designated Safeguarding Lead	Level 3 - Designated-Safeguarding-Lead – for children	2 years
	Level 3 - Designated-Safeguarding-Lead – for vulnerable adults	2 years
Tutors	Online Safeguarding Children Training course - L2	2 years
	Online Safeguarding Vulnerable Adults Training course L2	2 years
	Preventing-Radicalisation-and-Extremism e-learning	2 years
Learners	Standard Safeguarding and Prevent learning	Available on programme
Employers/ Subcontractors	Signpost to Standard Safeguarding and Prevent learning https://preventforfeandtraining.org.uk/	On demand

Implementation of the training will be monitored via our Internal systems. The training will enable employees to implement the procedures by using examples, scenarios and external training to ensure all staff members are aware of how to implement.



PREVENT

Protecting individuals from the risk of radicalisation and extremism should be seen as part of our wider safeguarding duties, and is similar in nature to protecting individuals from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent young person's or vulnerable people being radicalised.

RADICALISATION & EXTREMISM

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, staff should be alert to changes in individual's behaviour which could indicate that they may be in need of help or protection. Staff should use their professional judgement in identifying individuals who might be at risk of radicalisation or extremism and refer any concerns to the Designated Safeguarding Lead.

We recognise that it is a statutory duty to have regard to the need to prevent people from being drawn into terrorism. In complying with the duty, our company commits to demonstrating an awareness and understanding of the risk of radicalisation and extremism.

We have produced a safeguarding and prevent risk assessment action plan that considers levels of risk in the key areas as outlined by the Department of Education.

Prevent, falls under the banner of safeguarding and will be led by the Designated Safeguarding Lead. If any staff have any concerns relating to students and radicalisation, they should refer them to the DSL.

The Designated Safeguarding Staff will then work with external agencies such as Channel or the regions local Department for Education's Regional Prevent Coordinator if appropriate.

We ensure staff have undertaken training in Prevent Duty as identified by management and are aware of when it is appropriate to refer concerns about learners to the DSL or appropriate agencies/police.

Our commitment to the Prevent duty is preserved within the following policy and procedure documents:

- Prevent safety policy and procedure

ONLINE SAFETY

We recognise that Online Safety is a safeguarding issue not an ICT issue. The purpose of internet use in the training academy is to help raise educational standards, promote candidate achievement, and support the professional work of staff as well as enhance the management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and we



have a duty to provide everyone quality access as part of their learning experience. It is our duty to ensure that everyone in our care is safe and this applies equally to the 'virtual' or digital world.

We will ensure that appropriate filtering methods are in place to ensure that learners are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

We will also provide training to re-enforce the awareness of cyber security to all our learners and staff as and when required.



PROCEDURE FOR SAFEGUARDING CONCERNS

RESPONDING TO A CONCERN

(record disclosure using the appropriate Safeguarding/Welfare board via Monday.com)

If someone tells you that they, or someone they know, is being abused or you witness an act of abuse (refer to **Appendix 2** for the definitions of the types of abuse) :

1. Take it seriously
2. Make full written notes of all disclosed details using the form in **Appendix 3**, 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 and captured.
3. Once the form is completed send this to the DSL who will add it to the Safeguarding/Welfare board located on Monday.com this must be completed immediately (if possible).
4. Record the exact words said and not your own interpretation or what you think they mean.
5. The relevant on-line form to be completed in all cases; the form should be completed in the 'I' as the first person e.g. I did, I saw, I heard.
6. Reassure the person who has made the disclosure that they have done the right thing.
7. Give the person time to talk and do not probe, investigate or ask leading questions. Investigation is not your responsibility.
8. You may repeat/ echo back their statement to gain clarification and understanding.
9. Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
10. Under no circumstances should you speak to or confront the alleged abuser.
11. Do not assume that other people know what you know.
12. If at any time you feel the person needs urgent medical assistance, you should call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.

Preserving Evidence

It is essential that any concerns about the welfare of a child, young person or vulnerable adult are accurately recorded and that any evidence indicating that abuse has occurred is retained.

In most circumstances when preserving evidence, you may not need to do anything except record the event that has given rise to the concern. However, there may be occasions when it is important to follow certain rules:

1. In cases of physical or sexual assault encourage the person not to wash as they may require a medical examination
2. Don't tidy up, wash clothes, bedding or other items
3. Try and ensure that others do not interfere with any items that may be important for the police
4. Inform the police and preserve the evidence if there is any suspicion that there may be forensic evidence.



Acting on Allegations Against an Employee working for Blue Lion Training Academy

1. If you believe there to be a safeguarding issue directly relating to an employee or worker at Blue Lion Training Academy then the DSL must be informed and they will action the matter as appropriate.
2. The DSL will monitor allegations and ensure that responses are in line with Safeguarding Procedures.
3. There are up to 4 strands in consideration of any allegation:
 - a. A Police investigation of a possible criminal offence
 - b. Children's/Adults Social Care enquiries/assessment about whether a child/adult is in need of protection or services
 - c. Consideration of disciplinary action or performance management measures, staff conduct
 - d. Complaint procedures
4. The process should be documented fully in writing and advice sought about storage to ensure that access is strictly limited to relevant staff and external professionals on a need-to-know basis.

Support For Staff - after an allegation

Full support will be provided for any member of staff subject to an allegation as indicated in the HR Policy & Procedure for Disciplinary.

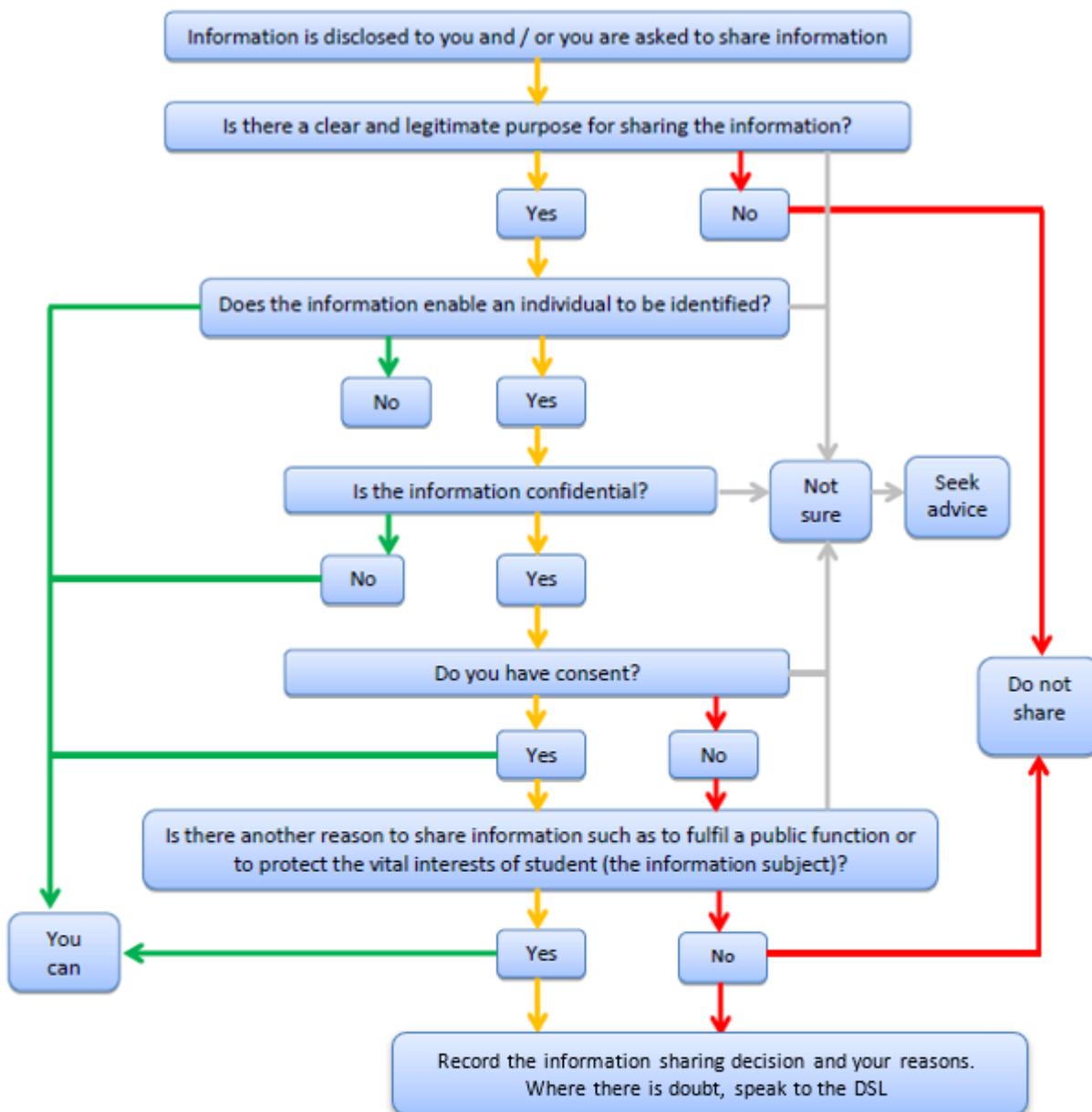
Line Manager's Support

A line manager dealing with an allegation against a member of staff is advised to use their discretion to pick the appropriate course of disciplinary action. Advice on the repercussions of any decision you make can be sought from the named Safeguarding Lead who will help you identify the required action needed in the individual case.

Further information on handling allegations against members of staff can be found in the HR Policy & Procedure for Disciplinary.



Refer to the flow diagram for when and how to share information:



- When sharing information:**
- Identify how much to share
 - Distinguish fact from opinion
 - Ensure you are giving the right individual to the right information
 - Ensure where possible, you are sharing the information securely
 - Inform the individual that the information has been shared if they were not aware as long as this would not create or increase risk of harm.

If there are concerns that a young person or vulnerable adult is suffering or likely to suffer harm, then follow BLTA's relevant safeguarding procedures. If you are unsure about what to do at any point, please seek advice from one of BLTA's Designated Safeguarding Leads



APPENDIX 1: BLUE LION TRAINING ACADEMY – STAFF REPORTING GUIDE HAND-OUT

This procedure must be followed whenever any member of staff or related partner / employer hears an allegation from a young person or adult at risk, that abuse has, or may have, occurred or where there is a significant concern that a child or adult at risk, may be abused/radicalised:

RECEIVE - What is said

- Accept what you are told
- You do not need to decide whether or not it is true.
- Listen without displaying shock or disbelief.

REASSURE - The person

- Acknowledge their courage in telling.
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator.
- Do not promise that “everything will be alright now” (it might not be)

REACT - Respond to the person

- Do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next, i.e. inform a Designated Safeguarding Person.

RECORD - Make notes as soon as possible

- During the interview if you can.
- Include: time, date, place, the person own words – do not assume – ask, e.g. “Please tell me what xxxxx means”.
- Describe observable behaviour and appearance
- Cross out mistakes – do not use Tippex.
- Do not destroy your original notes – they may be needed later on and must be given to the Designated Person.

SUPPORT - Consider what support is needed for the person

- You may need to give them a lot of your time to ensure they feel reassured and supported.
- Ensure you are supported – such interviews can be extremely stressful and time consuming
- Once reported to them, the Designated Person will take responsibility for the matter and will take the necessary actions. However, if you have questions or need additional support then do ask.



APPENDIX 2 – DEFINITIONS AND TYPES OF ABUSE

In accordance with guidance provided by Working Together to Safeguard Children 2010 and based on the Children Act (1989) and (2004) the terms children, child, young person or young people shall for the purposes of this policy be deemed to mean:

“Anyone who has not yet reached their 18th birthday. The fact that they have reached 16 years of age; are living independently or in further education; are a member of the armed forces; in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Acts and this policy”.

TYPE DEFINITION

Emotional	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child’s emotional development. Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;</p> <ul style="list-style-type: none"> ● Imposing age or developmentally inappropriate expectations on children. ● Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse; ● Serious bullying, causing children frequently to feel frightened or in danger, including online; ● Exploiting and corrupting children.
Sexual	<p>Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware what is happening. Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children In addition; sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003. See Part B, General Practice Guidance</p>
Neglect	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.</p>



May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child; see Part B, chapter 19, fabricated or induced illness

Vulnerable Adults

A vulnerable adult is any person aged 18 or over who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation. Vulnerable adults may include:

- People with a mental health problem or mental illness (including dementia)
- People with a physical disability
- People with a sensory impairment
- People with a learning disability
- People who are frail and/or experiencing a temporary illness
- People who are unable/do not have the ability to make their own decisions

PHYSICAL	The non-accidental use of physical force that results (or could result) in bodily injury, pain or impairment including: assault, hitting, slapping, pushing, misuse of medication and restraint.	Unexplained bruising, covering or flinching, bruising consistent with being hit, unexplained burns, unexplained fractures.
SEXUAL	Direct or indirect involvement in sexual activity without consent.	Incontinence, difficulty/discomfort in walking, excessive washing, sexually transmitted diseases, bruising/bleeding in genital areas.
EMOTIONAL/ PSYCHOLOGICAL	Acts or behaviour which impinge on the emotional health of, or which causes distress or anguish to, individuals.	Disturbed sleep, anxiety, confusion, extreme submissiveness or dependency, sharp changes in behaviour, loss of confidence or appetite.
NEGLECT	Ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual (S)	Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care, withholding medication, adequate nutrition and heating.
FINANCIAL	Unauthorised, fraudulent obtaining and improper use of funds, property	Unexplained or sudden inability to pay bills, unexplained withdrawals of money from



	or any resources of an adult at risk.	accounts, personal possessions going missing, unusual interest by a friend/relative/neighbour in financial matters.
DISCRIMINATORY	When values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals	Inciting others to commit abusive acts, lack of effective communication
INSTITUTIONAL	Where the culture of the organisations places the emphasis on the running of the establishment above the needs and care of the person.	Lack of care plans, contact with the outside world not encouraged, no flexibility or lack of choice

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Female Genital Mutilation

A collective term used for illegal procedures, such as female circumcision, which include the partial or total removal of the external female genital organs, or injury to the female genital organs for a cultural or non-therapeutic reason.

Honor Based Abuse (HBA)

Is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain



activities or procedures in 'honour' of the family.

The One Chance Rule: You may only have one chance to speak to a potential victim, therefore, have only one chance to save a life. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted

It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community. In relation to Honour Based abuse, staff should adopt the one chance rule.

Forced Marriage

In a forced marriage you are coerced into marrying someone against your will. You may be physically threatened or emotionally blackmailed to do so. It is an abuse of human rights and cannot be justified on any religious or cultural basis. It's not the same as an arranged marriage where you have a choice as to whether to accept the arrangement or not. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time.

Child Sexual Exploitation CSE

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for their financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. "Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

Child Criminal Exploitation (CCE)

'Child Criminal Exploitation is common in county lines* and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 years. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation doesn't always involve physical contact; it can also occur through the use of technology.' (Home Office, 2018)



County Lines

'County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. (Home Office, 2018)

Modern Slavery

There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. It involves people being forced to work through mental or physical threat, owned or controlled by an 'employer' usually through mental or physical abuse or the threat of abuse, dehumanised and being treated as a commodity or bought and sold as 'property'.

Human Trafficking

Takes place when a victim is moved from one place to another for the purpose of exploitation, this could be through sexual exploitation, domestic servitude, forced labour, forced criminality or organ harvesting. The trafficker is able to control and exploit through violence, coercion or deception.

Prevent

The Prevent Strategy published by the Government in 2011 is part of an overall counter- terrorism strategy which aims to reduce the threat to the UK from terrorism and to stop people becoming terrorists or supporting terrorism.



APPENDIX 3: SAFEGUARDING AND PREVENT INCIDENT REPORT FORM

This form is to be used to record information in the light of an allegation, suspicion or disclosure of a potential safeguarding and prevent concern. Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding and prevent incident.

The Safeguarding and Prevent form can also be completed [online](#) for any queries or if you require help and support completing the form contact info@BlueLionTA.com

REFERRAL PROCESS	
<p>Once you have completed this form, please email it to: geeta.dhanjal@bluelionta.com If you have any major concerns whilst filling in the form, please call: 07527179522.</p>	
YOUR CONTACT DETAILS	
Forename(s):	First Name(s)
Surname:	Last Name
Your position or relationship to who your safeguarding/ prevent concern is about	Please Enter
Your Telephone	Please Enter
Your Email	Please Enter
DETAILS OF PERSON THE SAFEGUARDING /PREVENT CONCERN OR INCIDENT IS ABOUT:	
Forename(s):	First Name(s)
Surname:	Last Name
Date of Birth (DD/MM/YYYY):	D.O.B.
Approx. Age (if DoB unknown):	Please Enter
Gender:	Please Describe
Known Address(es):	Identify which address is the Individual's current residence
Nationality / Citizenship:	Stated nationality / citizenship documentation (if any)



Immigration / Asylum Status:	Immigration status? Refugee status? Asylum claimant? Please describe.
Primary Language:	Does the Individual speak / understand English? What is the Individual's first language?
Contact Number(s):	Telephone Number(s)
Email Address(es):	Email Address(es)
Any Other Family Details:	Family makeup? Who lives with the Individual? Anything relevant.
If under 18 Name and Address of Parent, Carer or guardian of alleged victim:	Please Enter
Telephone Number	

DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Safeguarding & Prevent.
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Please Describe

FOR EXAMPLE:

- Date and time of any incident
- What have you seen or heard?
- Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required
- How / why did the Individual come to your notice in this instance?
- Does it involve a specific event? What happened? Is it a combination of factors? Describe them.
- Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact?
- Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information?
- Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly?
- Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism?

Please describe any other concerns you may have that are not mentioned here.



COMPLEX NEEDS	Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense?
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Victim of crime, abuse or bullying. • Work, financial or housing problems. • Citizenship, asylum or immigration issues. • Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. • On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. • Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. • Educational issues, developmental or behavioural difficulties, mental ill health • Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. 	

OTHER INFORMATION	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, Action taken so far:
Please Describe	
HAVE ANY EXTERNAL AGENCIES BEEN CONTACTED IN RELATION TO THIS REFERRAL	
Police	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received
Social Services	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received
Local Authority	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received
Other (eg: NSPCC)	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received

A copy of this form should be sent to the Designated Safeguarding Lead by email to geeta.dhanjal@bluelionta.com Do not discuss this incident with anyone other than those who need to know.



Get in touch!

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01332 738625

Email us...

info@BlueLionTA.com

Find us...

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TRAINING ACADEMY