

### POLICY STATEMENT

This policy has been developed to ensure that all staff in the Kids Planet Training Academy are working together to safeguard and promote the welfare of children, young people and vulnerable adults.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our candidates and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting candidates and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the organisation will be vigorously challenged.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of The Apprentice Academy.

### PERSONNEL RESPONSIBILITIES FOR SAFEGUARDING

Clare Roberts (CEO) has ultimate responsibility for safeguarding in the Academy.

#### *Designated Safeguarding and Prevent Leads*

Gill Mason  
Clare Roberts

#### *Deputy Safeguarding Officer*

Lynne Carson  
Safeguarding

#### *Referral to Designated Officer of the Local authority (LADO)*

Clare Roberts  
Gill Mason

#### *Safer Recruitment*

Gill mason

***Please note: the above lists contain names of staff with primary responsibilities for safeguarding, but ALL PERSONS including Academy learners are responsible for safeguarding and must follow the safeguarding procedure shown on page 1 of this policy.***

In accordance with guidance set out in 'Working together to Safeguard Children – July 2018, 'Keeping Children Safe in Education – September 2019' and 'The Prevent Duty', Kids Planet Training Academy will work in partnership with other organisations in safeguarding and promoting the welfare of children and young people.

All Academy staff are expected to:

- attend safeguarding training as required (every 3 years as a minimum)
- familiarise themselves with this Safeguarding policy and associated procedure
- safeguard and promote the welfare of children, young people and vulnerable adults
- alert the Designated Safeguarding Officers if they have concerns about a child or vulnerable adult

All staff are responsible for ensuring the safety and well-being of all learners and apprentices and other colleagues. However, Assessor/Tutors have a specific responsibility for the safeguarding of learners and apprentices within their cohort group. In line with their job role, they should ensure that they know their learners and apprentices.

### DEFINITION OF CHILD OR VULNERABLE ADULT

**Child or Children:** The Children Act 2004 defines a child as a person under eighteen for most purposes. We refer to an Apprentice aged 16 or over as a 'young person' but they are still in scope of the Children Act until they are 18 years old.

**Vulnerable Adult or Adults:** The Office of the Public Guardian (OPG 2013) defines a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability
- a physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs
- a significant reduction in physical or mental capacity. Categories of Abuse and Neglect

### CATEGORIES OF ABUSE AND NEGLECT

**Child Abuse** is defined by the Department for Education as "a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children."<sup>1</sup>

There are four areas of abuse: Sexual, Emotional, Physical and Neglect. Abuse can involve one or more areas of abuse.

Abuse is not only suffered by children and young people. Adults, including vulnerable adults, can also be victims of abuse.

### ABUSE SUFFERED BY ADULTS

If there is no child involved and we suspect a colleague or learner aged 18 or over is being abused, we engage with the colleague and bear in mind the following interventions open to us:

- 1) Consider whether the colleague/learner needs medical attention and support them in getting the care they need.
- 2) Consider with the colleague which of their family and friends we could involve in supporting them.
- 3) Consider involving the employer (whether Kids Planet nursery or external)
- 4) The domestic abuse helpline may be useful: **0808 2000 247**
- 5) The NHS webpage contains advice for victims of abuse and for those trying to help them: <https://www.nhs.uk/live-well/healthy-body/getting-help-for-domestic-violence/>
- 6) Always inform / involve the centre DSL
- 7) Consider contacting the police on 101
- 8) If the colleague or learner is being abused in the Academy or their workplace, involve the employer / Kids Planet HR.

### EXAMPLES OF ABUSE AND ABUSIVE SITUATIONS

The following is not an exhaustive list of examples.

**Forced Marriage:** This involves a young person, or adult being forced into a marriage against their will.

**Child Sexual Exploitation:** Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection, or status. The manipulation or 'grooming' process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over

---

<sup>1</sup> Department for Education (2020). Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges. Crown Copyright. London, UK.

a long period of time before the abuse begins. It can be misunderstood by victims and outsiders as consensual.

**Children who run away or who are missing from home:** Approximately 25% of children and young people that go missing are at risk of serious harm. There are particular concerns about the links between children and young people running away and the risks of sexual exploitation. Missing children and young people may also be vulnerable to other forms of exploitation, violent crime, gang exploitation, or to drug and alcohol misuse.

**Gang Culture/County Lines:** County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young adults to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018).

**Child Trafficking:** Child trafficking is a form of abuse. It involves the recruiting, moving, receiving, and harbouring of children with purpose of exploiting them (HH Department for Education, 2011) Child trafficking is a form of modern slavery.

**Domestic Abuse:** "Any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years old or over who are or have been intimate partners or family members regardless of gender or sexuality." (Crown Prosecution Service) Domestic abuse can involve one or more of the 4 areas of abuse and can also involve controlling behaviour, such as psychological or financial control. Children and young people who live in households where domestic violence is taking place are highly vulnerable.

**Female Genital Mutilation:** Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. One form of FGM is breast flattening (often called breast ironing) which is the pounding and massaging of a young girl's breasts, to prevent and stunt breast growth. It is usually carried out by pressing, massaging or pounding the breasts using hard or heated objects. All forms of FGM are illegal in the UK.

**Financial or Material Abuse:** This applies to largely adults at risk of harm and relates to circumstances where trust in relation to financial matters is abused. Includes theft, fraud, exploitation and coercion.

**Bullying:** Bullying can involve any one or more of the 4 areas of abuse and can take many forms, such as racial bullying, cyber and online bullying. Please also refer to the Bullying and Harassment policy and to the Equality and Diversity policy

### SAFEGUARDING ADULTS – 6 PRINCIPLES

**Empowerment** We give individuals the right information about how to recognise abuse and what they can do to keep themselves safe. We give them clear and simple information about how to report abuse and crime and what support we can give. We consult them before we take any action. Where someone lacks capacity to make a decision, we always action in his or her best interest.

**Protection** We have effective ways of assessing and managing risk. Our local complaints and reporting arrangements for abuse and suspected criminal offences work well. We take responsibility for putting them in touch with the right person.

**Prevention** We train staff how to recognise signs and take action to prevent abuse occurring. In all our work, we consider how to make communities safer.

**Proportionality** We discuss with the individual and where appropriate, with partner agencies what to do where there is a risk of significant harm before we take a decision. Risk is an element of many situations and should be part of any wider assessment.

# Kids Planet

## Safeguarding Apprentices and Learners Policy



**Partnership** We are good at sharing information locally. We have multi-agency partnership arrangements in place and staff understand how to use these. We foster a 'one' team approach that places the welfare of individuals before the 'needs' of the system.

**Accountability** The roles of all agencies are clear, together with the lines of accountability. Staff understand what is expected of them and others. Agencies recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

### Employers

All employers are issued with guidance on Safeguarding, Child Protection, Prevent, British Values and Equality, Diversity, and Inclusion in order to ensure that Kids Planet maintains its commitment to safeguarding learners and apprentices when engaged in training related activities.

The guidance outlines what is meant by Safeguarding and Equality, Diversity, and Inclusion and the safeguarding measures that should be put in place and who to contact at Kids Planet Training Academy regarding safeguarding, Child Protection or radicalisation concerns or questions.

### STAFF DEVELOPMENT AND TRAINING

Kids Planet Training Academy's Safeguarding policy, procedure and accompanying guidance will be issued to all new staff as part of their induction. All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Guns and Gangs, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism through mandatory Safeguarding Level 1 training and update briefings with a refresher every 3 years.

### ALLEGATIONS AGAINST MEMBERS OF STAFF

Allegations of abuse, or concerns raised against members of staff, will always be treated seriously. The allegations need to be applied with common sense and judgement. The Safeguarding Procedure on page 1 of this policy must be followed.

The LADO will be contacted without delay for advice on how to proceed, including whether the allegation is subject to a multi-agency investigation (e.g. Ofsted and police) or can be dealt with internally, by Kids Planet. **N.B. an internal investigation must not commence until this decision has been made as it could prejudice any subsequent police enquiry. In addition:**

- Police and the Safeguarding Children Unit, may conduct an investigation, with full co-operation from the Head of Training and Development and the DSL. Access by the investigators, to relevant documentation and information will be facilitated.
- The company DSL will notify Ofsted and the Social Services Duty Officer of the allegation and staff member details. The statutory requirement is to inform Ofsted within 14 days of the allegation.
- Depending on the nature of the allegation, the colleague may be suspended during the investigation or it may be possible to chaperone the colleague and/or temporarily change duties, enabling the colleague to work while the investigation takes place. This decision is made in conjunction with the Head of Training and Development and confidentiality is maintained, as far as is practicable.
- The colleague will be given a named contact within Kids Planet for any questions or support.
- If the investigation finds the allegation to be unfounded, the employee may be reinstated. Details of the investigation and outcome will be recorded and stored securely.
- Should the investigation confirm safeguarding concerns, disciplinary action may be taken in compliance with the Disciplinary Procedure and dismissal from Kids Planet is possible.
- Conversations and observations in respect of suspicions or allegations, will be formally and thoroughly documented. Records will be stored securely and accessible to as few people as need to know.

### PREVENT

The government has defined extremism in the 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."*

Safeguarding children, young people and vulnerable adults from radicalisation and extremism is no different than safeguarding from other forms of harm. For example:

- If colleagues suspect a child, young person or adult is at risk of or has been abused in this way, there is a mandatory duty to report this and the Safeguarding procedure on page 1 of this policy applies.
- If colleagues suspect that a colleague or learner are being targeted by or supporting groups who may promote violent extremist activities then the safeguarding procedure applies.

Academy staff are trained and aware of the Prevent duty and British Values, what these entail and actively use this knowledge in their everyday practice.

You should promote (British values)	It is unacceptable to
<ul style="list-style-type: none"> <li>• Democracy</li> <li>• The rule of Law</li> <li>• Individual Liberty</li> <li>• Mutual respect and tolerance for those with different faiths and beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Promote intolerance of other faiths, cultures and races</li> <li>• Fail to challenge gender stereotypes and to routinely separate boys and girls</li> <li>• Isolate children / young people from their wider community</li> <li>• Fail to challenge behaviours that are not in line with British values</li> </ul>

There are many signs that could indicate that someone has been or is being radicalised. Some of these are:

#### Behavioural Indicators

- Major behaviour changes
- Change in appearance
- Isolated from peers
- Talks about another person who exerts a lot of influence
- Associates with only one group of people
- Withdrawn from family members
- Additional vulnerability risk factors: special educational needs, MFH, mental health issues, drug / alcohol issues, offending behaviour, relationship issues.

#### Critical Risk Factors

- In contact with extremist recruiters
- Articulating support for violent extremist causes / leaders.
- Accessing violent extremist websites; especially those with a social networking element.
- Possessing / accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining / seeking to join extremist organisations
- Significant changes to appearance and / or behaviour

Academy staff should be aware of these signs and be vigilant. As with any safeguarding concern, sometimes the biggest indicator is your instinct. If you feel that something isn't quite right then you must follow the safeguarding procedure on page 1 of this policy.

Our Safeguarding Officers take a lead role in upskilling themselves and other staff members in this important area. We are continually updating our networks across all of our geographical locations

Our staff are trained to ensure the employers and subcontractors we work with are not linked to any extremist activity or organisations by completing an initial online monitoring activity (recommended by Prevent), visiting the premises and also in discussions with various employees. If they suspect any activity, they are not happy with they will report this immediately to our Designated Safeguarding Officer and Prevent Lead .

# SAFEGUARDING CONTACTS /REFERRAL PROCESS

## WHEN AND HOW TO REPORT SAFEGUARDING CONCERNS

If you are an apprentice studying with Kids Planet Training Academy and are working within nurseries and other Early Years Settings – it is important that if you have a concern about a child's welfare or safety, or are concerned about the welfare of a child's parent/guardian, or of a practitioner who isn't an apprentice, that you follow your own nursery safeguarding processes and report your concerns following your nursery or setting's policy.

Kids Planet Training Academy have a legal and moral duty to ensure that all of our apprentices are working in safe and supportive environments, and that your own wellbeing and safeguarding is protected. Further information on how we do this is provided in our **Safeguarding Apprentices** Guide, as well as our detailed **Safeguarding/ Wellbeing Referral Process**, which is summarised on the next page:



# SAFEGUARDING/WELLBEING REFERRAL PROCESS

Is the concern about your own wellbeing/ safeguarding or safety of your environment?

Share your concerns with your tutor in the first instance. Contact KP Training Academy DSL directly if this is not appropriate.

Where it is judged that you maybe suffering or at risk of significant harm, KP TA has a duty of care to share disclosure with relevant outside agenices.

Further information and detailed steps for these processes are outlined in our Safeguarding Apprentices Guide.

Is the concern about another apprentice's safety and wellbeing?

Share your concerns with your tutor in the first instance. Contact KP Training Academy DSL directly if this is not appropriate.

Where it is judged that you maybe suffering or at risk of harm, KP TA has a duty of care to share disclosure with relevant agenices.

Further information and detailed steps for these processes are outlined in our Safeguarding Apprentices Guide.

Is the concern about a child in the setting, their family or staff member (not apprentice)?

Share your concerns with your workplace/nursery DSL in the first instance.

Follow your workplace safeguarding, policies and procedures, including reporting and confidentialiaty procedures.

## SAFEGUARDING/WELLBEING CONTACTS

If you have a safeguarding or wellbeing concern of issue, you should discuss with your designated academy tutor in the first instance. Where this is not possible for any reason, contact information for Kids Planet Training Academy Safeguarding officers are detailed below

Designated Safeguarding Lead: Gill Mason  
gill.mason@kidsplanetdaynurseries.co.uk 07591202743

Deputy Designated Safeguarding Lead: Lynne Carson  
lynne.carson@kidsplanetdaynurseries.co.uk 07719316711

Safeguarding Officer: Elizabeth Davie  
elizabeth.davie@kidsplanetdaynurseries.co.uk  
07516029412

Safeguarding Officer: Rebecca Hurley  
rebecca.hurley@kidsplanetdaynurseries.co.uk 07907575040

Kids Planet Training Academy also have a dedicated confidential safeguarding inbox which can be reached at [trainingacademy.safeguarding@kidsplanetdaynurseries.co.uk](mailto:trainingacademy.safeguarding@kidsplanetdaynurseries.co.uk)



# Your Mental Health First Aiders are here for you

**Available to support apprentices and all colleagues who work in the Training Academy.**

Jade Flannery



07540112916

[jane.flannery@kidsplanetdaynurseries.co.uk](mailto:jane.flannery@kidsplanetdaynurseries.co.uk)

Nicola Morley



07907575039

[nicola.morley@kidsplanetdaynurseries.co.uk](mailto:nicola.morley@kidsplanetdaynurseries.co.uk)

Elizabeth Davie



07516029412

[elizabeth.davie@kidsplanetdaynurseries.co.uk](mailto:elizabeth.davie@kidsplanetdaynurseries.co.uk)

Gill Mason



07591202743

[gill.mason@kidsplanetdaynurseries.co.uk](mailto:gill.mason@kidsplanetdaynurseries.co.uk)

Bethany Houldley



07542024577

[bethany.houldley@kidsplanetdaynurseries.co.uk](mailto:bethany.houldley@kidsplanetdaynurseries.co.uk)

Rebecca Hurley



07907575040

[rebecca.hurley@kidsplanetdaynurseries.co.uk](mailto:rebecca.hurley@kidsplanetdaynurseries.co.uk)

**There are plenty of different types of support out there, and a Mental Health First Aider can help you access them.**

Mental Health First Aiders are a point of contact if you, or someone you are concerned about, are experiencing a mental health issue or emotional distress. They are not therapists or psychiatrists but they can give you initial support and signpost you to appropriate help if required.

If you want to know more about Mental Health First Aid, please visit: <https://mhfaengland.org/mhfa-centre/about/>

Please note that MHFAider's are not available outside of the working hours of 9am-5pm. For out of hours support, contact the Health Assured **confidential 24/7 Helpline on: 0800 028 0199**



MHFA England



## RELATED ACADEMY POLICIES

Data Protection Policy

Equality Policy

Health and Safety policy

Online Safety Policy

Social Networking Policy

Grievance Policy

Raising Concerns & Whistleblowing Policy

Safer Recruitment Policy

<b>Author</b>	Gill Mason (Head of Training and Development)	<b>Authorised by</b>	Clare Roberts (CEO)
<b>CEO Signature</b>	<i>Clare Roberts</i>		
<b>Date of Signature</b>	17/04/23	<b>Review date</b>	May 24