



SAFEGUARDING AND PREVENT HANDBOOK



FOR LEARNERS, EMPLOYERS
AND STAFF



What is Safeguarding and Prevent?

Child and vulnerable adults safeguarding is what every organisation that works with or for children or people who are vulnerable needs to put at the heart of everything they do. Every day. They need to make sure their staff, operations, and programmes do no harm to children – ensuring that not a single child gets exposed to abuse. And that any concerns about children’s safety are reported to the appropriate authorities.

Preventing child abuse in organisations takes more than policies and procedures, it requires leadership, accountability, and culture change. It means listening to children and transforming the entire mission of your organisation to put their rights, dignity, and safety at the heart of every decision.

An overall approach to child safeguarding is rooted in understanding the risks to children from the organisation’s staff, programmes, and operations, and addressing those risks with robust measures that create safer organisations.

Acknowledging risks and implementing measures to address them is fundamental to an organisations’ strategy and governance. The more this is recognised, the more risks can be prevented. However, even with the most robust child safeguarding policies and procedures, abuse may still take place from within an organisation. At that point, it is how the organisation responds that is crucial for the child and for the organisation.

The first **International Child Safeguarding Standards** were launched in 2001 by a coalition of relief and international development agencies that later became known as *Keeping Children Safe*. The Standards represent a commitment by those working with and for children to ensure that their organisations ‘do no harm’ and that they meet the responsibilities set out in the [UN Convention on the Rights of the Child](#) to protect children from all forms of abuse, neglect, exploitation and violence.

[Paulo Sergio Pinheiro](#), the independent expert for the UN study on violence against children, acknowledged the importance of the KCS standards stating that ‘they offer an excellent opportunity not only for the improvement of the quality and professionalism of those working with children but most importantly, it will help to achieve a greater impact for children.’

Since the standards were first published, tens of thousands of organisations and professionals worldwide have implemented them. The increasing incidence of this reflects growing recognition by organisations that they have a responsibility, in all their work, to keep children safe.



Standard 1- Policy

The development of a policy that describes *how an organisation is committed* to preventing harm to children, outlining the steps that must be taken should an incident occur.

Standard 2- People

The identification of *clear responsibilities and expectations* for all staff and associates, supporting them to understand and act accordingly.

Standard 3- Procedures

The *creation of a child-safe environment* by implementing high-quality safeguarding procedures that are applied in all programmes and activities.

Standard 4- Accountability

The regular monitoring and review of an organisation's safeguarding measures.

General Principles-

The standards are based on the following set of principles:

- All children have equal rights to protection from harm
- Everyone has a responsibility to support the protection of children
- Organisations have a duty of care to the children with whom they work, are in contact with, or who are affected by their activities and operations
- If organisations work with partners, they have a responsibility to help them to meet minimum requirements on child protection
- All actions on child safeguarding are taken in the best interests of the child, which are paramount
- You can find out more information on keeping children safe via the link <https://www.keepingchildrensafe.global/blog/2019/02/15/implementing-child-safeguarding-standards/>

Prevent:

Prevent is one of the four elements of Contest, the Governments Counter Terrorism strategy.

The other three Contest elements are:

- . Pursue- to stop terrorist attacks
- . Protect- to strengthen our protection against terrorist attacks
- . Prepare- when an attack occurs, to mitigate its impact



How does prevent work:

Prevent aims to prevent people from becoming terrorists and/or supporting terrorist activities and to challenge extremist ideologies.

- By engaging with the community, education, faith establishments, medical and mental health care, criminal justice, partner agencies, and the police.
- This enables us to identify those who are most vulnerable to radicalisation and intervene/ report before they commit any offences.
- Prevent works in the non-criminal space. It is about supporting and protecting those people that might be vulnerable to radicalisation, ensuring that individuals are diverted away before crime is committed.

Who is vulnerable to radicalisation?

There is no one profile for someone who could be drawn into terrorism, but please take note of the following vulnerabilities and signs:

Vulnerabilities:

- Significant life event
- A desire for political or moral change
- Feelings of grievance and injustice
- A desire for excitement and adventure
- A desire for status
- A need for identity, meaning and belonging
- Feeling under threat
- Mental health issues

Signs:

- Change of appearance
- Depressed
- New Friendships
- Fixated on a subject
- Withdrawn
- Limited or repetitive vocabulary



- Use of discriminatory language.

Channel:

Channel is a voluntary, confidential programme which safeguards people identified as vulnerable to being drawn into terrorism. It is a multi-agency process, involving partners from the local authority, the police, us as the education provider, health providers and others.

Referring possible cases of early-stage radicalisation is like safeguarding processes designed to protect people from gang activity, drugs, and physical and sexual abuse. Many types of support are available as part of the Channel programmes, addressing educational, vocational, mental health and other vulnerabilities.

The Channel programme is:

- Voluntary
- Confidential
- A support programme- not a criminal sanction and it will not affect a person's criminal record

A referral can come from anyone who is concerned about a person they know who may be at risk of radicalisation, whether a family member, friend, school leader, colleague or from a wide range of partners. Channel addresses all forms of terrorism, including Islamist, far right and others.

When someone makes a referral, lots of agencies work together to offer support where they consider it necessary and proportionate to do so. This involves a number of steps:

1. The local authority and the police carefully assess all referrals to see if they are suitable for Channel or whether a different type of support is more appropriate, such as mental health support.
2. If suitable, the referral is discussed with all relevant partners at a meeting called a Channel panel to decide if an intervention is necessary. The individual who has been referred to Prevent is informed and must give their consent (or via a parent or guardian if they are children) before an intervention can take place.
3. If Channel intervention is required, the panel works with local partners to develop an appropriate tailored support package.
4. The support package is monitored closely and reviewed regularly by the Channel panel.

The type of support available is wide-ranging and can include help with education or career advice, dealing with mental or emotional health issues, drug, or alcohol abuse, and theological or ideological mentoring from a Channel intervention provider (a specialist mentor)



For more information on Channel visit <https://www.gov.uk/government/case-studies/the-channel-programme>



Meet our Designated Safeguarding team

Mr Shane McCallum, Director, Teacher and assessor of plumbing & is the Designated Safeguarding Lead (DSL) at South West Construction Academy.

shane@swconstructionacademy.co.uk

0117 971 1770



Mrs Rachael Graham, Director, Teacher and assessor of functional skills Maths & English & is the Designated Safeguarding Officer (DSO) at South West Construction Academy.

rachael@swconstructionacademy.co.uk

0117 971 1770



Dedicated safeguarding email address:

safeguarding@swconstructionacademy.co.uk



Roles and responsibilities of the Designated safeguarding team at SWCA:

- Advice and support to staff on issues relating to safeguarding and child protection, including e-safety is provided
- Keep proper record of any child protection referral, complaint or concern is maintained (even when the concern does not lead to a referral)
- Ensure that parents of young people or vulnerable adults within SWCA are aware of SWCA's safeguarding, child protection and prevent policies.
- SWCA liaises with local authorities and keeping Bristol safe and other appropriate agencies.
- Ensure staff receive initial safeguarding training and are aware of the college safeguarding procedures.
- Ensure staff receive updates regarding changes to the statutory guidance, keeping children safe in Education.
- Ensure SWCA safeguarding team meets as a minimum once per term
- Regularly update SWCA's Governance board on safeguarding
- Know how to make an appropriate referral
- Ensure they deal with individual cases, including attending case conferences and review meetings with learners and employers.
- Ensure they keep up to date with training at least annually and will receive update training where required.
- Ensure all records are kept securely, separate from other student file, and in secure electronic file locations which are password protected and only accessible by the designated safeguarding team.



The Learning plan and where we embed Safeguarding knowledge for learners:

Stage 1- Induction

On learners' induction day the following topics and resources are discussed and given to learners:

- Student Handbook

This includes our staff profiles including their job roles, progress reviews, staying safe and raising concerns information, Health and safety information for their apprentice trade as well as a health and safety quiz to complete, the apprenticeship standard and assessment plan, their rights and responsibilities, Equality and diversity information, British values, work and online safety, disciplinary and complaints policies, Healthy living, sources of advice and information for external agencies.

Stage 2- Reviews

- Student progress reviews (every 10 weeks)

All apprentices will have progress reviews with their tutor and the designated safeguarding officer every 10 weeks. We use these reviews to monitor their progress on the course and to monitor their health, safety, and wellbeing at college and in the workplace.

- Employer monitoring reviews (every 10 weeks)

All apprentice employer providers will have monitoring reviews with the employer engagement manager to discuss learners progress in the workplace, college, and any concerns they may have about the learner. This could be changes to the learner's knowledge, skills, or behaviour. We will then discuss relevant information collated from student reviews and get feedback from the employer.

Stage 3- Lessons

- All around the centre we have posters and leaflets containing information on safeguarding, British values and prevent which the learners can take away with them if they wish. We also have external contact information displayed in toilet cubicles if learners would like to confidentially access external support.

- We dedicate lessons to discuss and provide information on a range of safeguarding topics such as, online safety, Health, and safety, mental health, bullying, abuse, offensive weapons, prevent & Channel, and British values.



Specific definitions of Safeguarding topics and how to spot them:

E- Safety

E- Safety is electronic safety which is associated with websites such as Facebook, Twitter, Instagram, and any other social media sites. This also includes accessing inappropriate websites whilst in college that contains adult content or violent and harmful images or recordings. This also included the use of mobile phones, and where the learner should report incidences, such as sexting or sharing of personal inappropriate images. Learners should also understand GDPR and how to protect their personal data.

Child protection

Is part of safeguarding and promoting welfare. The term is used to refer to the activity that is undertaken to protect specific children who are suffering or at risk of suffering significant harm.

Physical Abuse

This may involve hitting, shacking, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing harm to an individual. Factitious disorder is also classed as physical abuse. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to the person who they are looking after. The situation is commonly described using terms such as factitious illness by proxy or Munchausen's by proxy.

Indicators:

Blood in whites of eyes, small bruises on head, bruising on rib cage, maybe associated with shaking

Burns and scolds on hands, feet, buttocks, groin

Cigarette burns

Linear marks, weal marks

Bruised eyes or ears

Multiple bruising

Grip/slap Marks

Bite marks

Injuries found to be at different stages

Unconscious individual

Injuries/ fractures in individuals who are not mobile

NB this is not an exhaustive list.



Emotional Abuse/ Psychological abuse

This is the persistent emotional ill treatment of an individual which causes severe and persistent side effects on the individuals emotional development. Most forms of abuse will generally include psychological or emotional abuse signs and symptoms. It may involve conveying to the individual that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on an individual. These may include interactions that are beyond the individual's development capability as well as overprotection and limitation of exploration and learning or preventing the individual in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing individuals to feel frightened or in danger, or the exploitation or corruption of an individual. Some level of emotional abuse is present in all types of ill treatment of an individual, though it can still occur alone.

Indicators:

Lack of self-esteem

Withdrawn, aggressive behaviour, self-harm, mutilation, substance abuse, suicide attempts

Eating disorders

Degrading or humiliating punishments

Children who appear unused to praise or encouragement

Children who are rejected by parent/carer/sibling

Bullying

Neglect or acts of omission

Neglect can also be a form of emotion abuse, many of the signs and symptoms will be the same as outlined above. Acts of omission is when knowingly someone could be putting a child, young person or vulnerable adults at risk or they are aware of the abuse, but it is not reported. Such instances include, ignoring medical or physical needs, failure to provide access to appropriate health and social care and with holding the necessities in life.

Indicators:

See all indicators of abuse

Sexual Abuse

Involves forcing or enticing a child, young person, or vulnerable adults to take part in sexual activities including prostitution, whether the individual is aware of what is happening or not. The activities may involve physical contact, including penetration (e.g. Rape or buggery) or non- penetrative acts. They may involve non- contact activities such as involving individuals in looking at, or in the



production of sexual online images, pornographic material or watching sexual activities, or encouraging individuals to act in sexually inappropriate ways.

Indicators:

Inappropriate sexual knowledge or behaviour
Excessive sexual play and masturbation
Sexually transmitted diseases
Pregnancy- especially concealed
Children who witness intimate sexual acts
Self-harm, suicide attempts or substance abuse
Eating disorders
Nightmare/disturbed sleep patterns
Wetting, soiling/smearing excreta
Significant changes in behaviour/personality
Persistent offending, non- school attendance

Financial or material abuse

This may include theft, fraud, exploitation, pressure when dealing with wills or inheritance, financial transactions and claiming benefits they are not entitled to.

Indicators

Loss of money from wallet or purse
Lack of money to buy basic items
Bills not been paid when money has been entrusted to a third party
Inadequate clothing
Unexplained withdrawal of cash

1. Discriminatory abuse

This could include bullying and harassment based on the age, sex, disability, race, religion, ethnicity, and sexual orientation. The indicators are the same as those identified in emotional abuse.

Protection of Children in specific circumstance:

Children have a right to be protected included in the following circumstances:

1. Sexual activity of young people under the age of 18
2. Female genital mutilation
3. Protecting Children from forced marriages
4. Protection from radicalisation

Radicalisation

There are a number of behaviours that might indicate that an individual is at risk of being radicalised or exposed to extreme views. Such behaviours may include:



Spending increasing time in the company of other suspected extremists
Changing their style of dress or personal appearance to accord with the group
Day to day behaviour becoming increasing centred on an extremist's ideology
Loss of interest in others and activities not associated with the extremist's ideology
Possession of materials or symbols associated with an extremist cause
Attempts to introduce others to the group
Communications with others that suggests identification with a group, cause ideology
Using names, language ranging from insulting to derogatory for members of another group
Increase in prejudice- related incidents committed by that person- these may include
Physical or verbal assault
Provocative behaviour
Damage to property
Derogatory name calling
Possession of prejudice related materials
Prejudice related ridicule or name calling
Inappropriate forms of address
Refusal to co-operate
Attempts to recruit to prejudice related organisations
Condoning or supporting violence towards others
NB this list is not exhaustive nor proof of radicalisation.

Peer on peer abuse

There are four key definitions of peer-on-peer abuse

Domestic abuse- young people who experience physical, emotional, sexual and/or financial abuse, and coercive control, in their intimate relationships, as well as family relationships.

Child sexual exploitation- those under the age of 18 who are sexually abused in the context of exploitative relationships, contexts, and situations, by a person of any age, including another young person.

Serious Youth violence- any offence of most serious violence or weapon-enabled crime, where the victim is aged 19 or younger, e.g., wounding with intent, rape, murder, and grievous bodily harm.

Harmful sexual behaviour- young people displaying sexual behaviours that are outside of developmentally 'normative' parameters.

For the purpose of this guidance the term 'Child' refers to any young person under the age of 18 years old. These topics also apply to learners over the age of 18 where not stated.



Sexual Harassment

Sexual harassment is unwanted behaviour of a sexual nature which:

- violates your dignity
- makes you feel intimidated, degraded, or humiliated
- creates a hostile or offensive environment

Modern Slavery

Modern slavery is the recruitment, movement, harbouring or receiving of children, women, or men through the use of force, coercion, abuse of vulnerability, deception, or other means for the purpose of exploitation. Individuals may be trafficked into, out of or within the UK, and they may be trafficked for a number of reasons including sexual exploitation, forced labour, domestic servitude and organ harvesting. The Home Office estimates there are 13,000 victims and survivors of modern slavery in the UK; 55% of these are female and 35% of all victims are trafficked for sexual exploitation.



If you are concerned about a Student at SWCA:

If you have ANY concerns, **please do not ignore them!**

If the student is at immediate risk call the police on 999.

1. If the concerned party is a student at SWCA please inform a member of the Designated safeguarding team as soon as possible.
When raising a concern by telephone, email or in person please be sure to include the following information where possible.
 - Name of learner and employer
 - If the learner is under 18, a parent or guardians name if known.
 - Date
 - Details of what has been disclosed and by whom
 - When the alleged incident/s took place if known
 - What action, if any, has been taken to date
 - What advice the learner has been given to date, if any.
2. Alternatively if the student you are concerned about lives in Bristol and you do not wish to discuss it with the designated safeguarding team at SWCA, you can raise your concerns through First Response at <https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>
Or you can call them on **0117 903 6444**. **If the learner is from outside of the Bristol area you can find the correct local authority for their area here** <https://www.gov.uk/find-local-council>
3. If you have any concerns about a member of SWCA staff, please contact a member of the Designated safeguarding team as soon as possible. A member of the safeguarding team will then follow SWCA's complaints policy and procedure immediately. To view this policy please see our Learner Welfare section on our website.
4. If you are concerned about our policies or procedures in relation to safeguarding or other organisations such as an employer, please refer to the organisations own complaints policy in the first instance. If you are still not sure on how to raise your concerns, or you are unsatisfied with any response from the organisation, you are advised to contact any of the below organisations which offer free and confidential advice regarding whistleblowing:
Public Concern at work- 020 7404 6609 www.pcaw.co.uk
Ofsted- 0300 123 3155 <https://www.gov.uk/government/organisations/ofsted>



Useful contact information for external agencies:

Advice or support with safeguarding concerns:

NSPCC

Free helpline and support for adults concerned for a child's welfare, help and support for a child reporting abuse. They also offer training and therapeutic services.

If you're worried about a child call: 0808 800 5000

If you're under 18 call: 0800 1111

Website: <https://www.nspcc.org.uk/>

Police

Emergency (immediate risk) call: 999

No immediate risk but still need help/advice call: 101

Keeping Bristol Safe

Multi- agencies dedicated to Safeguarding Children and adults in the Bristol area.

Telephone- 0117 903 6444 01454 615 165 (emergency out of hours team)

Website: <https://membersarea.bristolsafeguarding.org/children-home/>

Personal Welfare advice:

Off the record

Free advice, information, and counselling for young people

Freephone- 0808 808 9120

Email: hello@otrbristol.org.uk



Website: <https://www.otrbristol.org.uk/>

Childline

Free helpline for young people to talk about their problems

Telephone- 0800 1111

Website- <https://www.childline.org.uk/>

Samaritans

Confidential and non-judgemental support 24 hours a day

Telephone- 08457 90 90 90

Website: <https://www.samaritans.org/>

4 YP Advisory service

Free relationship and sexual health advisory service

Telephone- 0117 922 3747

Website: www.4ypbristol.co.uk

Bristol Drugs Project

Free, confidential drugs advice

Telephone- 0117 987 6000

Website: www.bdp.org.uk

SARI

Support against racist incidents

Telephone- 0800 171 2272

Website: www.sariweb.org.uk

Brook Advisory Centre

Free, confidential sexual health advice for young people under 25

Telephone- 07717 989 023 (SMS)



Website: www.brook.org.uk

Change4life

Healthy eating advice, and active lifestyle advice

Telephone- 0300 123 4567

Website: www.nhs.uk/Change4life/pages/change-for-life.aspx

HSE (Health and safety executive)

Government agency overseeing safety in the workplace.

Website: www.hse.gov.uk

Government website

Online information about the law, your rights and access to all governments support agencies.

Website: www.gov.uk

General advice: Legal, housing

Avon & Bristol Law Centre

Specialist legal help and advice

Telephone- 0117 924 8662

Website: www.ablc.org.uk

Bristol Library service

Access to internet, books and local services

Website: www.bristol.gov.uk/libraries

Bristol City Council

Council housing, emerging accommodation, housing benefit advice.



Telephone- 0117 922 2000

Website: www.bristol.gov.uk

St Pauls advice centre

Free, independent, impartial, and confidential legal advice service.

Telephone- 0117 955 2981

Website: www.advicewest.org.uk/service/st-pauls-advice-centre

Linked policies:

Health and safety

Equality and diversity

Safeguarding and prevent

Anti-slavery

Andi-radicalisation

Freedom of information

Complaints

Non- attendance

Sharing information

Data protection

Lone worker

Safe recruitment

Disclosure and barring

Online e-safety

