

Safeguarding & Prevention Policy

FJN Recruitment (trading as S3 Science & ATDP) delivers a comprehensive range of recruitment, on the job training and mentoring

Policy Statement

FJN Recruitment (Trading as S3 Science / ATDP) is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect, significant harm, stop becoming, drawn into, promoting or supporting terrorism (contest agenda). Staff recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding.

The company also recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The company is committed to working with existing local safeguarding or adult safeguarding Boards and other health and social care partnerships to ensure the safeguarding of its learners whilst recognising the 19 definitions of potential abuse.

The importance of this policy

No one can guarantee that cruel or ill treatment does not happen, but we do our utmost to ensure this can be stopped by recognising the signs and acting upon them. Our task is to make it as difficult as possible for anyone to succeed in harming

The purpose of the policy is to:

Provide protection for learners on programmes managed by the FJN Recruitment (Trading as S3 Science / ATDP) Training Services Ltd.

Definition

For the purposes of this policy and associated procedures, young people are any person under the age of 18 years, and those whom are considered at risk. We accept the definition of adults at risk as “a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation” (Department of Health, 2000) but also recognise the additional wider indications of potential vulnerability as outlined by the statutory guidance document – Keeping Children Safe in Education July 2015.

These indications include children and young adults who may be living away from home, vulnerable through race or racism, potential victims of domestic violence, with families living in temporary accommodation, living as migrants, living with drug-misusing family members or who themselves have caring responsibilities.

Accountability and Responsibility

FJN Recruitment (Trading as S3 Science / ATDP) has trained staff that are accountable to the Managing Director, Steve Walker. Incidents or concerns are reported to the designated safeguarding officer Joanna Bradshaw, who has a background within welfare to work and working with vulnerable people.

The Managing Director is responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies.

Types of abuse and neglect

Staff should be aware of safeguarding issues in order to better understand the signs and indicators of abuse. The KCSIE guidance outlines the specific types of abuse that are currently significant within education (listed below)

Specific types of abuse	
Bullying including cyberbullying	Criminal exploitation of children and vulnerable adults county lines
Children missing education	Child missing from home or care
Child sexual exploitation advice for practitioners	Domestic abuse
Drugs	Fabricate or induced illness
Faith based abuse	Female genital mutilation
Forced marriage	Gangs and youth violence
Gender based violence/violence against women and girls	Hate
Mental health	Missing children and adults
Private fostering	Preventing radicalisation
Relationship abuse	Self-harm
Sexual violence and sexual harassment between children in schools and colleges	Sexting
Trafficking and modern slavery	

It is our policy that no staff befriend apprentice's on personal social media sites, distribute personal telephone numbers and visit apprentice homes. It is important to understand the professional boundaries required in order to safeguard a staff member as well as apprentices.

Safer Recruitment

In order to protect our apprentice's, we have established robust safer recruitment processes ensuring that all appropriate checks are carried out on new staff. Our commitment to safer recruitment is outlined below;

- All staff will undertake an Enhanced DBS check where regulated activity takes place, for all staff not working in regulated activity regular DBS will be sought;
- All staff will be required to provide a minimum of two employment references;
- Complete an interview that ensures appropriate checks are carried out on suitability to the role;
- Complete a probationary period where all performance is reviewed as satisfactory;
- Verification of qualifications (copies provided and retained within staff file);
- Evidence of right to work in UK;
- Evidence of prohibition of teaching check.

All appropriate materials are kept within the Single Central Record (SCR). It is the HR / Finance Manager's (Tim Johnson) responsibility to ensure the SCR is kept up to date with no administrative errors.

Where there is a concern about an existing staff member we reserve the right to carry out all relevant checks as if the person were a new member of staff. All existing staff DBS checks will be renewed every 3 years.

E-Safety

Apprentice's and staff will use IT within the apprenticeship programme, it is therefore our approach that we have effective monitoring software to prevent any internet / software misuse.

The IT team will monitor and report any misuse to the Safeguarding Officer.

Additional Support

Our business is committed to being at the forefront of safeguarding and prevent agenda, therefore further support and guidance is accessible via the regional prevent coordinator at DfE. The

Safeguarding Officer has a duty to share and promote the additional guidance throughout the provision.

Our Safeguarding Officer is on hand to provide one to one ongoing additional support where required.

Prevent Duty

It is our responsibility to comply with the statutory guidance of the Counter-Terrorism and Security Act (CTSA) 2015 and revised 2018 CONTEST policy section 26(1) and section 29.

In addition to the CTSA statutory guidance, the Prevent Duty is also part of Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2018, Ofsted Common Inspection Framework (CIF) and ESFA funding guidance.

Definition

The Prevent Duty aims to prevent individuals being drawn into terrorism through radicalisation and extremism means.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism "Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas" (HM Government Prevent Strategy 2011).

Prevent Awareness and Key Principles

Our business works within areas that are at risk of exposure to extremism and radicalisation. It is therefore our objective to achieve an environment that protects apprentices and employees from radicalising influences by delivering the below objectives.

- To promote and reinforce shared values, including British Values; to create space for free and open debate; and to listen and support the apprentice voice. Ensuring that teaching approaches provide apprentices with a positive sense of identity through the development of critical thinking skills.
- To breakdown segregation among different apprentice communities including by supporting inter-faith and inter-cultural dialogue and understanding; and to engage all apprentices in playing a dull and active role in wider engagement in society.
- To ensure apprentice safety and that our organisation is free from bullying, harassment and discrimination. Ensuring a safe and equal learning environment for all, with a well-established safeguarding approach.
- To provide support for apprentices who may be at risk of radicalisation, providing appropriate sources of advice and guidance and pastoral care. Adopting flexible teaching approaches, where applicable, to address specific issues arising with extremism and radicalisation.
- To ensure robust approach to challenging signs of radicalisation and extremism where there is a full understanding of reporting systems.
- To build and maintain strong relationships with employers to build awareness, tackle inappropriate behaviours and establish an enjoyable and safe learning environment.
- To ensure that apprentices and staff are aware of their roles and responsibilities in preventing violent and non-violent extremism by delivering/promoting the message that highlights the values of democracy, the rule of law, mutual respect and tolerance for those with different faiths and beliefs.
- Actively work with the local police Prevent team contact, building long term local partnerships with network groups such as Department for Education Prevent coordinators.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by apprentices or our employees will always be challenge and where appropriate, dealt with in line with our attendance and behaviour policy for apprentices and staff handbook for employees.

Signs and Indicators

It is important to note that behaviours can develop over time and therefore building strong relationships with apprentices and employers will enable earlier intervention. Below are some signs and indicators of an individual being drawn into extremism.

- Using inappropriate language;
- Refusing to listen to different points of view;
- Unwilling to engage with individuals that have different views, faiths or ethnic backgrounds;
- Changing friends and appearance;
- Distancing themselves from old friends and colleagues;
- No longer doing things they used to enjoy;
- Converting to a new religion;
- Being secretive;

- Sympathetic to extremist ideologies and groups.
- Online influences
- Spending increased amounts of time online;
- Changing identify or friends online;
- Endorsing material of an extremist nature;
- Accessing extremist content;
- Joining or trying to follow an extremist organisation.

Training

The company has a duty to promote safeguarding issues, prevent duties and measures to staff and ensure they:

- Analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse (Code of Conduct)
- Undertake online training on safeguarding to raise awareness of current issues and Legislation
- Undertake Channel awareness training as part of PREVENT and Counter Terrorism initiative

<https://www.elearning.prevent.homeoffice.gov.uk>

https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/02-overview.html

Raising, Investigating and Recording Concerns

Reporting: Safeguarding and prevent concerns can be disclosed a number of ways;

- Disclosed by the apprentice;
- Disclosed by an employer
- Disclosed by a staff member

We offer a 24/7 helpline which is included within learner enrolment / handbooks. There a number of ways learners can approach and report issues. As a business we send a weekly text / email to check in from our CRM system which ensures once a week the question is being asked 'are there any concerns or issues you need help with?'

Investigating: Katie Brook our HSL (Health & Safety Lead)

Recording: Tim Johnson and Irene Tate HR / operations departments are responsible for logging safeguarding concerns. The log can be found within the confidential and encrypted Z drive with management and HSL only having access to. This is password protected to ensure this is kept confidential.

Review

FJN Recruitment (Trading as S3 Science / ATDP)'s Safeguarding & Prevent Policy is reviewed annually. The review process includes analysis of monitoring data, consultation with and feedback

from learners, clients, staff and other stakeholders to determine the impact of the policy and any action required.

Monitoring

The Safeguarding Officer is responsible for reporting to the Apprenticeship Programme Director and board on safeguarding incidents, the reports will include:

- Number and type of safeguarding incident or concern;
- Referrals / open and closed cases;
- Staff training updates;
- Legislative updates;
- Recommendation and new implementations.

The Apprenticeship Management Team have the responsibility to ensure they work closely with the DSL to promote awareness of safeguarding within delivery.

The effectiveness of this policy is evaluated through apprentice and employer feedback, Ofsted inspection and self-assessment reporting process.

Relevant Documents

A useful reference guide for staff are found below;

<https://www.elearning.prevent.homeoffice.gov.uk>

https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/02-overview.html