

Safe recruitment of staff

All staff employed by the South Thames Colleges Group undertake an enhanced Disclosure and Barring Service (DBS) check prior to working in any one-to-one situation with children, young people or vulnerable adults to maintain the safety of College students. As an employer, the College will ask you as part of the Work Placement Risk Assessment, whether you have a similar policy. If you do not, the College may need to review the type of placement being provided. Information sharing is vital to safeguarding and the wellbeing of children, young people and vulnerable adults and any concerns should be passed immediately to the College representative. This would normally be the Apprenticeship Coordinator or the Lead Safeguarding Officer. Current legislation (Data Protection Act 2018; Human Rights Act 1998) does not prevent the lawful sharing of information where it is necessary to protect children, young people and vulnerable adults.

What do I do if I am concerned about an Apprentice?

If any of our students, regardless of age, begins to share sensitive information with you, you must explain openly that this information will be shared with the Lead Safeguarding Officer at the College so that support can be arranged. **NEVER** ask questions or probe for further information. If you make any notes, you must share these with the student but do not discuss them with anyone else other than your named company Safeguarding Officer. You should then record the fact that you have received an allegation, which has been dealt with by contacting either The Apprenticeship Coordinator or The Lead Safeguarding Officer at the College.

Attendance: Please advise the Apprenticeship Coordinator of any absences. Continual absences from College or work placement can be an indicator for a safeguarding issue.

Key principles underpinning a safe working practice:

- The welfare of the individual is paramount
- Staff should avoid any conduct, which would lead any reasonable person to question their motivation and intentions
- Staff should work and be seen to work, in an open and transparent way
- Staff should discuss and/or take advice promptly from their line manager or other senior member of staff over any incident, which may give rise to concern
- Records should be made of any such incidents and of decisions/further actions agreed
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Free Training modules on the Prevent Duty and Safeguarding can be found at:
foundationonline.org.uk and
elearning.prevent.homeoffice.gov.uk



Safeguarding Guide for Employers/ Apprenticeships

Working together to safeguard children, young people and vulnerable adults.

Carshalton College
020 8544 4405
ccstudent.support@stcg.ac.uk
stcg.ac.uk/carshalton

Kingston College
020 8268 2969
referral.team@kingston-college.ac.uk
stcg.ac.uk/kingstoncollege

Merton College
020 8408 6433
mcstudent.support@stcg.ac.uk
stcg.ac.uk/merton

South Thames College
020 8918 7384
advice.wandsworth@stcg.ac.uk
stcg.ac.uk/souththames

All Further Education providers have a duty to safeguard their students, which includes work-based learners.

What is Safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that their working environment fully complies with statutory health and safety legislation
- Taking action to enable all children to have the best outcomes
- Children includes everyone under the age of 18 and Vulnerable Adults.

Why is safeguarding an issue for employers?

When an employer engages a student on work placement or in work shadowing who is under the age of 18 years, or is a vulnerable adult with a learning disability or special learning need, they are required by law to safeguard and promote the wellbeing of that individual.

What are the safeguarding risks?

Abuse and neglect are forms of maltreatment. Someone may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm, such as:

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm.

Emotional Abuse may involve conveying to a child that they are worthless or inadequate; bullying or causing someone to become frightened or feel in danger.

Sexual Abuse involves forcing or enticing a child or vulnerable adult to take part in sexual contact or non-contact activities such as watching pornographic material on film or a mobile phone.

Neglect the persistent failure to meet an individual's physical or psychological needs, likely to result in the serious impairment of their health and development.

Forced Marriage where one or more of the parties are married without their consent.

Modern Slavery may involve forced labour, or human trafficking; people forced into a life of abuse and inhumane treatment.

Honour Based Violence is a form of domestic abuse, carried out in the name of so-called honour.

Female Genital Mutilation (FGM) refers to the total or partial removal of female genitals or other injury to the female organs for non-medical reasons.

Child Sexual Exploitation (CSE) a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants. County Lines Criminal Activity refers to drug networks or gangs grooming and exploiting children to carry drugs and money from urban areas to suburban areas and seaside towns.

Peer on Peer Abuse – children can abuse other children, which is most likely to include: bullying, physical abuse, sexual violence and harassment, upskirting and youth produced sexual imagery (sexting).

Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to gain sexual gratification or cause the victim humiliation – upskirting is now a criminal offence.

Signs of Neglect and/or Abuse

There are many possible signs of neglect and/or abuse such as:

- Unexplained injuries/improbable excuses about injuries
- Self-harming
- Aggression towards others
- Self-destructive tendencies
- Low self-esteem, belittling oneself
- Poor state of clothes
- Constantly hungry or emaciated
- Constantly tired
- Suffering from memory loss
- Fear of returning home or of contact with parent or family members.

What is the Prevent Duty?

The Prevent Duty is about safeguarding our students, keeping them safe from becoming radicalised or engaged in terrorist activity. Section 26 of the Counter-Terrorism and Security Act 2015 places a statutory duty on certain bodies, to have “due regard to the need to prevent people from being drawn into terrorism”.

Radicalisation and extremism refers to a process by which a person comes to support terrorism and forms of extremism, or vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

What is Channel?

Channel is a programme that provides support to people who are identified as vulnerable to being drawn into terrorism or extremism. It is a supportive approach and operates in the pre-criminal space.

Working together with the College to safeguard children, young people and vulnerable adults

Identifying children, young people or vulnerable adults who are in need can be a difficult process. Suspicion may be triggered by the things they tell you about their experiences, or those of friends or family. For this reason, we ask that all our placements have an identified named person who is responsible for contacting us about any concerns. We ask that you also inform all your employees who may come into contact with any of our students, who the named person in your establishment is and who will act as the “Safeguarding Link Person” for the College. Mental Health

Mental Health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.