

Family:	Safeguarding and Prevent	Reference: ARCPO014
Policy title	Safeguarding and Prevent Policy	
Policy owner:	Operations Director	
Policy author:	Quality Manager	
Version:	4.2	
Date:	1/8/2023	
Review date (annual review)	Annually August 2024	
Applies to:	All staff, employers, learners and apprentices across ARC Group.	
Related policies	Equality and Diversity Policy Recruitment and Selection Policy GDPR Policy Safeguarding & Prevent Duty Risk Assessment Safeguarding Self-Study guide Anti-bullying Policy Staff Disciplinary Procedure Public Interest Disclosure (whistleblowing) Modern Slavery Statement	

Policy Aim

The aim of this policy is to ensure that:

- Arc Group provides a safe environment, in which all users, with particular reference to young people and vulnerable adults, can learn, flourish and progress.
- Arc Group provides a non-threatening and inclusive environment where all users are treated with respect and dignity.
- Staff receive disclosure checks and training appropriate to their level of role and responsibility.
- Staff feel confident that they can report matters of a safeguarding nature to the safeguarding team
- Safeguarding matters are dealt with swiftly and securely
- Our culture supports the development of British Values.

Policy Scope

Safeguarding is everyone's responsibility: all staff, learners, employers and all other stakeholders are required to play their full part in keeping people safe. This policy applies to all learners that study and train at ARC, including those who work on courses away from the main premises

ARC Group will ensure that all staff:

- Understand their legal and moral responsibility to help and support people at risk from harm, abuse and exploitation
- Recognise harm and exploitation and know how to report any concerns or suspicions
- Adhere to this policy and the reporting procedure and attend staff training
- Promote British Values

ARC Group recognises their responsibility of raising awareness of safeguarding and PREVENT with employers of learners and apprentices. We will work with employers to:

- Recognise the different types of abuse.
- Recognise signs of radicalisation
- Understand what to do if they are concerned about a young person or adult at risk
- Understand their responsibility with disclosure of abuse
- Understand their duty to report a concern or incident when they become aware of it

Implementation

Arc Group will ensure that:

Version 4.2	1.8.2023	ARCPO014	Safeguarding & Prevent Policy
-------------	----------	----------	-------------------------------

- All employees appointed to work with young persons within the organisation, will be subject to an Enhanced Disclosure via the Disclosure and Barring Service (DBS).
- Relevant staff will complete mandatory Safeguarding and Prevent training. Training for new staff will be through the induction process.
- Relevant staff will undertake full refresher training (Safeguarding & Prevent) every 3 years. All staff will receive regular training updates along with any other specific training where available
- There are procedures in place to identify and support all users, particularly vulnerable groups of learners
- Management and departmental training meetings are held in which safeguarding is a regular agenda item. This is to enable ongoing dialogue around safeguarding and related processes
- When working with employers of learners and apprentices, ARC Group, will ensure that the employer is made fully aware of their duties in terms of safeguarding, and apprentices are given guidance prior to their work placement, on keeping safe, and how to access safeguarding support if required.
- All apprentices who self-declare a criminal conviction will receive a support interview to discuss any implications to their future learning
- All staff must always display their official photo ID. All staff have a duty to challenge non-compliance for any unauthorised persons to be identified and dealt with accordingly.
- The Designated Safeguarding Lead and Designated Safeguarding Officers are appropriately trained to respond to reported Safeguarding concerns, and have a working knowledge of appropriate referral pathways, for example Local Authority Social Care Teams, Multi- Agency Teams, Prevent Teams
- Trainers incorporate a range of sessions and activities for apprentices to build resilience, coping strategies, and make informed choices to reduce risk factors

Staff responsibilities

Child safeguarding

ARC staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

ARC staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

ARC staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, ARC staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an ARC staff member or associated personnel to the appropriate staff member

Communication Flow

- This policy and procedures are approved by ARC Directors
- This policy and procedures are communicated to all staff through staff induction, annual briefings, meetings, and a variety of training resources

Version 4.2	1.8.2023	ARCPO014	Safeguarding & Prevent Policy
-------------	----------	----------	-------------------------------

- Arc Group has a nominated senior member of staff in place with strategic lead responsibility for safeguarding
- Arc Group regularly discusses Safeguarding & Prevent in management meetings to ensure a specific focus is kept on keeping up to date with legislations and guidelines
- Through Arc Group's quarterly Quality Improvement Board, a report on safeguarding & Prevent is discussed and actioned.
- Staff and apprentices' views are regularly sought regarding their safety through discussions and surveys
- Safeguarding & Prevent information, literature, and awareness raising resources are shared with staff, learners, employers and apprentices through a variety of means across the provision
- Apprentices and learners are taught about safeguarding including online safety & Prevent

Roles and Responsibilities

Designated Safeguarding & Prevent Lead (DSPL)

The DSPL is:

- The designated person with overall responsibility for safeguarding young people and adults.
- Required to ensure full accountability to safeguard and promote the welfare of young people and adults
- Required to ensure employees that have at least a basic understanding of Safeguarding and Prevent agenda as part of their training and induction.
- Required to work effectively with partners and other agencies relevant to safeguarding issues.
- Required to ensure information is shared efficiently and effectively.
- Required to ensure that Arc Group have a network of departmental safeguarding officers who can act as trained and accessible safeguarding advocates to support staff to make alerts.
- Act as an escalation point for Safeguarding issues or cases where the appropriate or perceived appropriate steps have not been taken and the risk remains
- Required to review this policy and good practice annually.

Designated Safeguarding Officer (DSO) (Safeguarding trainer & appointed Assessors)

- Have a working knowledge of relevant legislation and guidance with respect to safeguarding and promoting the welfare of young people and adults at risk and how this applies to their department.
- Communicate to all staff the importance of safeguarding and promoting the welfare of children and adults and that it is everybody's responsibility to do so.
- Ensure information is shared efficiently and effectively.
- Ensure that all staff in their department are aware of what they should do and who they should go to if they are concerned that a young person or adult may be subject to abuse or neglect
- Ensure that this policy and reporting procedure is adhered to
- Ensure that any concerns about a young person or adult at risk are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- Be familiar with the contact details for safeguarding leads for adults and young people in the region in which they operate.
- Work effectively with partners and other agencies in their region

Safeguarding: Types of Abuse & Neglect

Abuse of Trust

All staff need to know that inappropriate behaviour towards young people or vulnerable adults is unacceptable. Under the Sexual Offences Act 2003, it is an offence for a person of any age, who is in a position of trust (e.g. trainer, assessor, mentor) to have a sexual relationship with a young person (under the age of 18) or with a vulnerable adult, even if the relationship is consensual.

ACR Group recognises the following summary statements as definitions of abuse:

- Physical abuse – the use of physical force that may result in bodily injury, physical pain, or impairment. Physical abuse may include but is not limited to, such acts of violence including striking, hitting, beating, pushing, shoving, shaking, kicking, pinching and burning.

Version 4.2	1.8.2023	ARCPO014	Safeguarding & Prevent Policy
-------------	----------	----------	-------------------------------

- Sexual abuse – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting
- Emotional / psychological abuse – subjecting another to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.
- Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating
- Discriminatory abuse – when a person is singled out deliberately for unfair treatment because of a protected characteristic e.g. race, religion, gender etc.
- Institutional abuse, neglect and poor professional practice - this may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.
- Self-neglect – this is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment/risk management, and to be aware that they may owe a duty of care to a vulnerable person who places him/herself at risk in this way.

Specific Safeguarding Issues

There are further specific Safeguarding issues that staff should be aware of. Issues can manifest themselves via peer-on-peer abuse. This may include bullying, cyberbullying, gender-based violence/sexual assaults, and sexting.

- | | |
|------------------------------------|--|
| • Bullying including cyberbullying | • Mental Health |
| • Domestic Violence | • Preventing Radicalisation |
| • Drugs | • Relationship abuse |
| • Faith Abuse | • Sexting |
| • Forced Marriage | • Sexual Abuse, exploitation, and harassment |
| • Female Genital Mutilation | • Trafficking |
| • Gang and youth violence | • Modern Slavery |
| • Hate | |

ARC Group recognises that the types of abuse and neglect and the specific safeguarding issues detailed in this section do not provide an exhaustive list and is committed to responding to all concerns about learners and staff in relation to any form of abuse or welfare concerns.

Prevent

The current threat from terrorism and extremism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults.

Staff will be alert to:

- Disclosures by learners of their exposure to the extremist actions, views or materials of others outside of centre, such as in their homes or community groups, especially where learners have not actively sought these out.
- Graffiti symbols, writing or artwork promoting extremist messages or images
- Learners accessing extremist material online, including through social networking sites
- Reports of changes in behaviour, friendship or actions and requests for assistance
- Learners voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious, homophobia, race, or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

Indicators of vulnerability include:

- Identity Crisis – the learner is distanced from their cultural / religious heritage and experiences discomfort about their place in society.
- Personal Crisis – the learner may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
- Personal Circumstances – migration; local community tensions; and events affecting the learner's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – the learner may have perceptions of injustice; a feeling of failure; rejection of civic life.
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration.
- Special Educational Need – learners / learners may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

Disclosure

- If any member of staff has a safeguarding or Prevent issue brought to their attention, they must treat it as a matter of urgency and contact one of our Designated Safeguarding & Prevent Team. Any concern must be documented and emailed to the Designated Safeguarding & Prevent Lead within 2 hours of the disclosure. If the person is in immediate harm, then the relevant authorities will be contacted immediately

What to do if a learner/apprentice begins a Safeguarding/Prevent disclosure:

- Re-assure the learner that they have done the right thing
- Record what the learner said, using their words where possible. Sign and date the record
- Inform our Designated Person or deputy as soon as possible and pass on the written record
- Maintain confidentiality and do not discuss with others
- Listen without making judgements
- Stay calm
- Try not to ask questions, but if you must, make sure they are open-ended questions to clarify understanding (not to probe or investigate)
- Don't give an opinion or offer advice
- Don't promise confidentiality - explain you may need to talk to a Designated Safeguarding Officer

If a member of staff receives information about a learner, which suggests that there is a safeguarding/prevent issue or that this is likely, this must be recorded on the Disclosure Form and reported immediately to the Designated Safeguarding Officer.

If a member of staff suspects that a learner is at risk from a prevent issue, they must discuss these concerns with the Designated Safeguarding Officer and not take any independent action. The concerns must be recorded on the Disclosure form.

Safeguarding Reporting

- Email your referral form directly to: safe@thearcgroup.co.uk
- Follow up your referral as necessary by calling 01443 693431
- Your referral will be picked up promptly by the Designated Safeguarding Lead or Designated Safeguarding Officer

Monitoring of Implementation

This policy and procedures are reviewed annually by the Designated Safeguarding Lead and Senior Leadership team. In addition, an annual audit of the Safeguarding provision is completed and submitted for approval and action by the company Directors. In addition, a quarterly report on Safeguarding will be

Version 4.2	1.8.2023	ARCPO014	Safeguarding & Prevent Policy
-------------	----------	----------	-------------------------------

produced for Quality Review Boards. This will describe the extent to which the company has adhered to this policy.

Associated legislation and guidance

- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (HM Government 2015)
- Keeping Children Safe in Education: Statutory Guidance 2016
- The Equality Act 2010
- General Data Protection Regulation (GDPR) 2018
- What to do if you're worried a child is being abused (March 2015)
- Information Sharing: Advice for practitioners (March 2015)
- Prevent Duty Guidance English and Wales (July 2015)
- Care and Support Statutory Guidance issued under the Care Act 2014 Department of Health (Chapter 14 Safeguarding)
- Protection of Freedoms Act 201

Contact and Support

Safeguarding & PREVENT Boards:

- National Independent safeguarding board Wales—<http://safeguardingboard.wales/contact-us/>
- North Wales Safeguarding Board— 01492 575111
- Mid and West Wales Safeguarding Board—CWMPAS@pembrokeshire.gov.uk
- Western Bay Safeguarding Board—01639763021
- Cwm Taf—01443 484 523
- South East Wales— sewsbadmin@caerphilly.gov.uk
- Cardiff and Vale—02922 330880
- Bath & North East Somerset- 01225 396312
- Bristol- 0117 903 6444
- North Somerset – 01275 888808
- Gloucestershire – 01454 8660000
- Cambridgeshire & Peterborough – 01733 863744
- Derby – ddsp@derby.gov.uk
- Kent & Medway – 03000416161

PREVENT UK LEADS

- Nigel Lund (North West) 07385 452146
- Hifsa Haroon-Iqbal (West Midlands) 07551 136132
- Salam Katbi (South West) 07824 083307
- Alamgir Sheriyar (South East) 07468 71437

Wales – Local Authority Contacts

Local Authority	Contact No.	Out of hours	Website
Isle of Anglesey	(01248) 75275	(01248) 353551	https://www.anglesey.gov.uk/en/Residents/Adult-social-care/Adults-at-risk.aspx
Gwynedd	01766 772577	01248 353551	https://www.gwynedd.llyw.cymru/en/Residents/Health-and-social-care/Adults-and-older-people/Adults-at-risk.aspx
Conwy	0300 456 1111	0300 123 3079	https://www.conwy.gov.uk/en/Resident/Social-Care-and-Wellbeing/Im-worried-about-somebody/Report-an-adult-at-risk.aspx

Denbighshire	0300 4561000	0345 053 3116	https://www.denbighshire.gov.uk/en/resident/health-and-social-care/adults-and-older-people/report-suspected-adult-abuse.aspx
Flintshire	03000 858858		http://www.flintshire.gov.uk/en/Resident/Social-Services/Adult-Safeguarding.aspx
Wrexham	01978 292066	0345 053 3116	http://www.wrexham.gov.uk/english/council/social_services/pova.htm
Powys	01597 827666	0300 333 2222	http://www.powysthb.wales.nhs.uk/safeguarding
Ceredigion	01545 574000	08456 015392	https://www.ceredigion.gov.uk/resident/social-care-wellbeing/feeling-safe/worried-about-an-adult-or-child-safeguarding/
Pembrokeshire	01437 776056	0300 333 2222	https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children
Carmarthenshire	0300 333 2222		https://www.carmarthenshire.gov.wales/home/council-services/social-care-health/worried-about-an-adultchild/#.XfdszGT7TIU
Swansea	01792 636854		https://www.swansea.gov.uk/safeguardingadults
Neath Port Talbot	01639 685378	01639 895455	https://www.npt.gov.uk/1338
Bridgend	01656 642477		https://www.bridgend.gov.uk/residents/social-care-and-wellbeing/adult-social-care/safeguarding-adults-at-risk/
The Vale of Glamorgan	01446 700111		https://www.valeofglamorgan.gov.uk/en/living/social_care/adult_services/adult-protection/Adult-Protection.aspx
Cardiff	01446 700111	02920 788570	https://www.cardiffandvalersb.co.uk/adults/contact-adult-board/concerned-about-an-adult/
Rhondda Cynon Taf	01443 425003	01443 743665	https://www.rctcbc.gov.uk/EN/Resident/AdultsandOlderPeople/Stayingsafe/Protectionofadultsatrisk.aspx
Merthyr Tydfil	01685 725000	01443 743665	https://www.merthyr.gov.uk/resident/social-services-and-wellbeing/adult-social-care/safeguarding/
Caerphilly	01443 864563		https://www.caerphilly.gov.uk/contact-us/General-enquiries/Adult-services.aspx
Blaenau Gwent	01495 315700		https://www.blaenau-gwent.gov.uk/resident/health-wellbeing-social-care/safeguarding/
Torfaen	01495 762200		https://www.torfaen.gov.uk/en/HealthSocialCare/Keeping-Children-and-Adults-Safe/Child-Protection/South-East-Wales-Safeguarding-Children-Board.aspx

Monmouthshire	01291 638928		https://www.monmouthshire.gov.uk/safeguarding/
Newport	01633 656656		https://scin.org.uk/

ARC Group offers courses across the UK. The Designated Safeguarding and Prevent Lead will be responsible for contacting any Local Authority, if applicable.

Police:-

In an emergency ring 999

Non-emergency: 101

Other Useful Telephone Numbers: -

NSPCC: 0808 8005000

Domestic Abuse Helpline: 0808 8010800

Helplines Partnership 0300 330 7777

Voice UK - 0808 802 8686,

Your Name:	
Your Job Role:	
The name of the person you are concerned about:	
Are they under 18 years of age? (Delete as appropriate)	Yes / No
Date of incident / disclosure	
Time of incident / disclosure	
Nature of concern/disclosure	
Record precisely what has been alleged/happened – use the words of the person and, appropriate, include factual observations. Include where you were when the person made disclosure, what you saw, and what you said.	
Was there an obvious injury? (Delete as appropriate)	Yes / No
Did you see it? (Delete as appropriate)	Yes / No
If applicable, describe the injury:	
Was anyone else with you? If so, who?	
Please state what action you have taken (if any)	
Have you made the person aware you will need to pass on this information?	Yes/No

Who are you passing this information to? State name and role.	
Your signature	
Date and time form completed	
Date & time form received by DSO/DSL:	
Action taken by DSO/DSL	
Full name:	
DSO/DSL Signature:	
Date:	

Further Action Agreed:	
Full name:	
DSO Signature:	
Date:	

Follow up action / comments by DSL:	
Full name:	
DSL Signature:	
Date:	