

## **SAFEGUARDING and PREVENT POLICY**

### **Introduction**

White Horse aims to adopt the highest possible standards and take all reasonable steps in safeguarding young people and vulnerable adults and keeping them safe from harm. This policy applies to all staff and students who may be working with young persons (i.e. those aged 16 to 18) and vulnerable adults. White Horse currently acts in conjunction with its lead provider, the South West Association of Training Providers, and complies with the latter's requirements and policies in the areas of Safeguarding and Prevent.

### **General**

- A designated member of staff will receive an appropriate level of training in Safeguarding and Prevent and will be responsible for disseminating information and providing training for others as necessary. The designated individual is currently Yvonne Greenwood. Overall responsibility lies with the Managing Director.
- White Horse does not recruit directly onto its programmes so will undertake an initial paper based risk assessment when receiving apprenticeship/student enrolment forms from employers. This will be followed up by a face to face interview with the student/apprentice concerned at the earliest possible opportunity.
- A log of risk assessments and any reported concerns will be maintained electronically by the designated individual. All relevant legal requirements will be observed.

### **Apprentices/Students**

- All apprentices/students will have a face to face induction at the start of the programme where safeguarding issues are addressed. One to one interviews will also be conducted as above.
- All those training with White Horse will be provided with a detailed Learner Handbook which sets out all information about the programme including details of support available and safeguarding contacts.
- Apprentices/students attend White Horse on a block release basis every month and complete review and evaluation forms which include the opportunity to express concerns over safeguarding. In addition, where a young person or vulnerable adult is studying with us, then the designated person will meet with them during each monthly teaching block at White Horse to ensure there are no safeguarding issues.
- A Learner Charter is in place at White Horse and clearly outlines the standards of service that can be expected from White Horse staff but also the standards of commitment and behaviour that are expected from all apprentices/students.

- All apprentices/students are informed of the contents of the Learner Charter at their induction and sign up to it. A copy is in the Learner Handbook, in every classroom, on our e-learning platforms and on our website.
- All apprentices/students participate in a session exploring British Values and PREVENT as part of their induction. These topics are revisited throughout their programme and information relating to them and topics such as general well-being, staying safe online and mental health are available on the noticeboards throughout the building.
- The Learner Handbook contains details of all policies and procedures including safeguarding and raising concerns as well as contact details to support their health and well-being. Key policies are also on our e-learning platforms and website.

### **Employers**

- Where a young person or vulnerable adult is training with White Horse, employers will be informed of their responsibilities, both in the contractual paperwork and also via employer information held electronically on OneFile. There will be a designated contact within the employing organisation, who will be given access to OneFile where this information, together with records of reviews, work, discussions etc. are held.
- Employers will be notified immediately of any unauthorised absence and a record will be kept of this. Where there is any particular reason for concern then this will be discussed with employers and further intervention considered.

### **White Horse Staff**

- White Horse will take all possible steps to ensure that unsuitable people are prevented from working with young people. All staff will have a check through the Disclosure and Barring Service.
- All staff who will work with or come into contact with young people or vulnerable adults will be given a copy of this policy and the attached Code of Practice at the start of their employment and their understanding checked.
- All staff will receive guidance and training as well as any necessary updates to provide them with the required skills and knowledge to enable them to understand and fulfil their responsibilities.
- All staff will be informed when a young person or vulnerable adult takes part in a White Horse programme and risk assessments will take account of all circumstances relating to their training.

### Dealing with suspicions or allegations of abuse

- Any concerns for the safety or wellbeing of a young person or vulnerable adult studying with White Horse should be raised immediately with the Managing Director or designated individual. Appropriate action will be taken which may involve seeking advice from external sources but will always include immediate reporting to the lead provider.
- Any allegation by a young person or vulnerable adult against a member of staff or another student should be reported immediately to the Managing Director or designated individual with responsibility under this policy. In dealing with any such allegation White Horse recognises the duty of care both to the young person or vulnerable adult concerned and to the member of staff or against whom the allegation is made.

### Record Keeping

- All concerns, discussions and decisions made will be recorded in writing and stored securely and concerns will be discussed with the lead provider's Child Protection and Safeguarding Lead. Records will be completed as soon as is reasonably practicable.
- Confidential information will be kept securely and only shared as required by law. Any concerns about information sharing will be discussed with outside agencies and advice taken.
- Information will be recorded as factually as possible. This will include what was said or observed, all persons involved, the date and time of what has occurred, date of disclosure and if there are observable injuries. Any actions agreed and/or taken will also be recorded. Again, advice will be taken from external authorities and appropriate referrals made if necessary.

## PREVENT

Prevent is a strand of the Government's Counter Terrorism strategy. Section 21 of the Counter-Terrorism and Security Act 2015 places a duty on training providers, such as White Horse, as well as other education providers, to have "due regard to the need to prevent people from being drawn into terrorism".

- White Horse is committed to doing its best to protect people from harm and to comply with its obligations under the national Prevent strategy.
- 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.
- Radicalisation is a process through which an individual changes from passiveness or activism to become more revolutionary, militant or extremist, especially where there is intent towards, or support for, violence.

- White Horse staff and students should be aware of these definitions and alert to the possible behavioural indicators such as:
  - quick to anger
  - intolerant
  - closed-minded
  - changes in attitude
  - general attitude to women/ ethnic groups/ armed forces;
  - becoming isolated
  - physical changes – e.g. clothing, tattoos
  - overt new religious practices
  - non-attendance
  - fall in work standard
  - disengagement.
  
- White Horse will incorporate, as far as possible, the teaching of British Values throughout the apprenticeship programmes and they will appear in planning and schemes of work.

### **What to do if you are concerned**

Any concerns that a student may be being drawn into extremism or radicalisation should be reported to the Managing Director immediately who will deal with it in accordance with agreed local and national procedures through Channel as below. The lead provider (South West Association of Training Providers) also holds responsibility for this and will be informed.

### **Channel**

- Channel is the name for the process of identifying and referring a person at risk of radicalisation for early intervention and support. It is a multi-agency approach to protect vulnerable people using collaboration between local authorities, statutory partners (such as education and health organisations, social services, children’s and youth services and offender management services), the police and the local community. Channel operates to:
  - Identify people at risk of being drawn into terrorism.
  - Assess the nature and extent of that risk.
  - Develop the most appropriate support plan for the individuals concerned.
  
- Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel aims to safeguard children and adults of any faith, ethnicity or background before their vulnerabilities are exploited by those that would want them to embrace terrorism. The emphasis is on early intervention to protect and divert people away from the risk they face before being drawn into committing terrorist-related activity.

### **Responsibility**

The Managing Director will be responsible for reviewing and updating this policy. Members of White Horse are encouraged to discuss any concerns under this policy with the Managing Director.

**This policy is available in electronic and paper form for all to view in the White Horse offices. A copy is provided in the Learner Handbook given to all Apprentices/students and an Equal Opportunities Statement, as attached, is prominently displayed in the White Horse offices.**

**It is also included in the resources section of OneFile where it can be viewed by each Apprentice and their employer and is available on the White Horse website at [www.whitehorsetraining.co.uk](http://www.whitehorsetraining.co.uk).**

## APPENDIX

### Code of Practice

The following code of practice applies to all White Horse staff and students working with young people or vulnerable adults, whether acting in a paid or unpaid capacity:

- Avoid unnecessary physical contact.
- Avoid taking a young person or vulnerable adult alone in a vehicle on journeys, however short.
- If you find you are in a situation where you are alone with a young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
- Avoid close personal relationships with a young person or vulnerable adult in relation to whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about a young person or vulnerable adult, even in fun, as this could be misinterpreted.
- If a young person or vulnerable adult accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person.
- The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
- If you are the recipient of any complaint or accusation from a young person or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a young person or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the designated individual appointed under White Horse's policies on the safeguarding of young people and vulnerable adults.
- Participate in the training available to you to support you in your work with young people and vulnerable adults.
- Remember that those who abuse young people and vulnerable adults can be of any age, gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting young people and vulnerable adults as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.

- Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
- Although allegations should be reported only on a “need to know” basis, staff and students making allegations need not be concerned that they will be breaching confidentiality as complying with the policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support, they are encouraged to seek it.